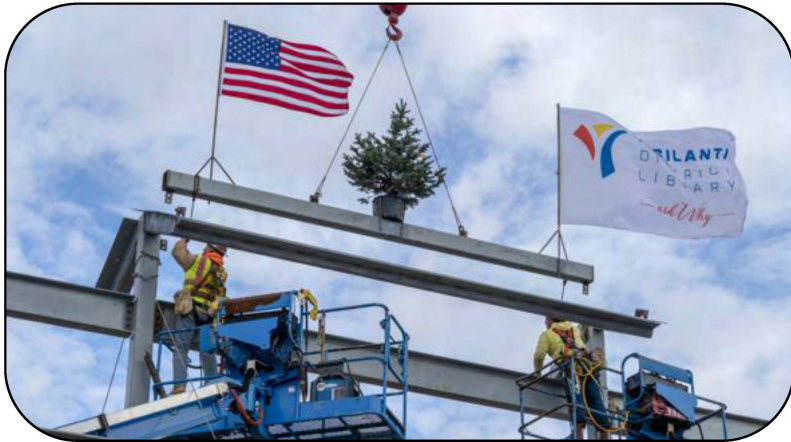


Board of Trustees

2022
Information
Packet



Wednesday
October 26, 2022
6:30pm
YDL-Whittaker



Ypsilanti District Library
YDL Board Meeting, October 26, 2022 6:30 pm, YDL – Whittaker Rd. Boardroom
AGENDA

AGENDA ITEM	Information	Discussion	Action
Call to Order	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
*Roll Call Brian Steimel <input type="checkbox"/> Kay Williams <input type="checkbox"/> Jean Winborn <input type="checkbox"/> Patricia Horne McGee <input type="checkbox"/> Theresa M. Maddix <input type="checkbox"/> Bethany Kennedy <input type="checkbox"/> Kristy Cooper <input type="checkbox"/>			
Approval of the Agenda	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Public Comment	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Introduction of new staff	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Consent Agenda			
A. Proposed Minutes from September 28, 2022 Regular Meeting.	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
B. September 2022 Financials & Check Registers	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Communications	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Committee Reports			
A. Finance Committee	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
B. Personnel Committee	<input type="checkbox"/>	<input type="checkbox"/>	
C. Policy Committee	<input type="checkbox"/>	<input type="checkbox"/>	
D. FOL Library Report	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
E. Fundraising Committee	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
F. Superior Building	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	
G. Facilities	<input type="checkbox"/>	<input type="checkbox"/>	
H. Strategic Planning	<input type="checkbox"/>	<input type="checkbox"/>	
Director's Report			
A. Operational Update	<input checked="" type="checkbox"/>		
B. Performance Indicators	<input checked="" type="checkbox"/>		
C. Departmental Reports	<input checked="" type="checkbox"/>		
D. Significant Library News	<input checked="" type="checkbox"/>		
Old Business			
A. Approval of steel cost escalation settlement	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
New Business			
A. Review of FY2023 budget	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
B. Schedule public hearing for 2023 budget	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
C. 2023 holiday closing schedule	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
D. Children in the Library Policy revision	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
E. Approval of the purchase of Interior signage for the new Superior library	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
F. Discussion of new Superior grand opening/ribbon cutting ceremony	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
G. Discussion of Director evaluation process	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Board Member Comments	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Adjournment	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>

Minutes of Previous Meeting

Ypsilanti District Library
Board of Trustees Meeting
Minutes, September 28, 2022 (Unapproved)

CALL TO ORDER

President Patricia Horne McGee called the meeting to order at 6:35 pm.

Attendance

Trustees Present: Patricia Horne McGee, Kristy Cooper, Bethany Kennedy, Theresa M. Maddix, Kay Williams, Brian Steimel, and Jean Winborn

Trustees Absent: none

Also present: Director Lisa Hoenig, Assistant Director Julianne Smith, Interim/temporary Business Office Manager Diane Schrag.

APPROVAL OF THE AGENDA

Trustee Williams moved to approve the meeting agenda and Trustee Winborn supported this motion.

Vote: Ayes: McGee, Cooper, Maddix, Steimel, Winborn, Williams and Kennedy

Nays: None

Motion passed.

PUBLIC COMMENT

NONE

Introduction of New Staff

Director Hoenig introduced and welcomed Monica Porter, Head of Outreach Services, August 15, 2022 and Aaron Smith, YDL – Michigan Avenue Librarian, August 17, 2022 (arriving later). Both worked previously for YDL, are Ypsilanti residents and library patrons, and are happy to be back.

CONSENT AGENDA

Trustee Maddix moved to approve the consent agenda (August 24, 2022 Regular meeting minutes and September 14, 2022 Special meeting minutes, August 2022 Financials and Check Registers). Trustee Williams supported this motion. Trustee Steimel noted that patron names and book titles appear on the check register and as check register is public information, questioned this process. Director Hoenig will address this issue.

Vote: Ayes: McGee, Cooper, Maddix, Steimel, Winborn, Williams and Kennedy

Nays: None

Motion passed.

COMMUNICATION

Lisa commented on the following communications included in the packet:

- Letter from the State of Michigan regarding state aid
- Trustee Round Table opportunity
- Community Foundation information including meeting agenda, staff changes re new director

COMMITTEE REPORTS

-Friends

- Friends board continuing to age out, Faye Barnes resigned.
- Online Sales increase by \$2,000, goal is \$10,000 annually
- Evening hours for the shop eliminated in November due to weather/volunteer issues.

Ypsilanti District Library
Board of Trustees Meeting
Minutes, September 28, 2022 (Unapproved)

- The September book sale earned \$2,166 [cash \$1,500 and \$666 credit card]
- Holiday sale is Saturday, November 19th, 11:30am - 3:00 pm. There are 51 boxes of quality books set aside for the sale.
- Friends still have \$8,982 committed to YDL of \$24,000 goal. Hoping to increase in 2023.
- Fundraising
 - Lisa reported receipt of mini grant from MCCA OF \$2,000
 - Geraldine Kruse, long time patron and donor passed away and memorial funds being collected
 - Capital Fund has \$101,335.36 left to be collected
 - Gene Butman Ford sponsoring a bench coming for Superior
 - EMU Student Success Center goal has been reached
- Superior
 - Paving is done, kitchen appliances arrived today, solar activated, DTE finished their work
 - Too much bandwidth, not really a problem
 - Please support the book brigade Saturday October 8th.
- Strategic Planning
 - Trustee review of September 14th retreat, Improve Mi Ave. Trustees commented on possible public impressions of “social worker” in the library. Might be better referred to as “Peer Outreach Workers” as social worker might be perceived as a threat.

REPORT OF THE LIBRARY DIRECTOR

In addition to the submitted Director’s report, Director Hoenig relayed the following:

- Library cards for all YCS students,
- Counterfeit check at 5th/3rd Bank, concerning but all safeguards in place; New account in place, waiting for new checks. “Positive Pay” service discussed.
- Business Office candidate visited YDL
- Finalized hiring of new Outreach para pro beginning October 17, 2022 along with 2 additional staff beginning October 3, 2022.
- Finance committee meeting will be determined soon to prepare for 2022-23 Budget

OLD BUSINESS

NEW BUSINESS

- A. RESOLUTION TO AUTHORIZE HVAC Repairs at Michigan Avenue

YPSILANTI DISTRICT LIBRARY

RESOLUTION NO. 2022-41

September 28, 2022

RESOLUTION TO AUTHORIZE THE INSTALLATION OF A SECONDARY DRAIN PAN
AND WATER DETECTION ALARM FOR THE MICHIGAN AVENUE HVAC SYSTEM

Ypsilanti District Library
Board of Trustees Meeting
Minutes, September 28, 2022 (Unapproved)

Whereas, the Michigan Avenue library's heating, ventilating and air conditioning system is located in tight quarters in the building's attic, and

Whereas, the drain pan under the air handling unit overflowed recently when the drain became clogged and leaked, causing damage to the main floor ceiling and lighting, and

Whereas, Campbell, Inc. has recommended the addition of a secondary drain pan and a water detection alarm to prevent future incidents of this nature, Now Therefore

IT IS RESOLVED BY THE YPSILANTI DISTRICT LIBRARY BOARD that:

The attached work authorization agreement from Campbell, Inc. add a secondary drain pan and water detection alarm at Michigan Avenue at a cost of \$7,427 is approved.

OFFERED BY: Kay Williams

SUPPORTED BY: Bethany Kennedy

YES: 7 NO: 0 ABSENT: 0 VOTE: 7-0

B. Award of HVAC maintenance contract

YPSILANTI DISTRICT LIBRARY

RESOLUTION NO. 2022-42

September 28, 2022

RESOLUTION TO CONTRACT WITH CAMPBELL MECHANICAL SERVICES FOR
GUARANTEED PROFESSIONAL HVAC MAINTENANCE FOR THE WHITTAKER AND
MICHIGAN AVENUE LIBRARIES THROUGH 8/31/23

Whereas, the Ypsilanti District Library's facilities have complex Heating, Ventilation and Air Conditioning systems which require professional maintenance to operate effectively, and

Whereas, Campbell Mechanical Services has serviced the Library's HVAC equipment under a Guaranteed Professional Maintenance agreement for the past three years, and

Whereas, Campbell Mechanical Services has proposed a renewal Guaranteed Professional Maintenance Agreement for each location for the next year holding the price steady, and

Whereas, YDL Facilities and Administrative staff wish to use this year to evaluate the Library's working relationship with Campbell, Now Therefore,

IT IS RESOLVED BY THE YPSILANTI DISTRICT LIBRARY BOARD that:

Ypsilanti District Library
Board of Trustees Meeting
Minutes, September 28, 2022 (Unapproved)

The Library Director is authorized to waive the bid process and approve the Guaranteed Professional Maintenance Agreements proposed by Campbell Mechanical Services for Whittaker and Michigan Avenue effective September 1, 2022 through August 31, 2023.

OFFERED BY: Bethany Kennedy

SUPPORTED BY: Brian Steimel

YES: 7 NO: 0 ABSENT: 0 VOTE: 7-0

C. Award of Whittaker elevator contract

YPSILANTI DISTRICT LIBRARY

RESOLUTION NO. 2022-43

September 28, 2022

RESOLUTION TO AWARD THE ELEVATOR MAINTENANCE CONTRACT FOR THE
WHITTAKER ROAD LIBRARY

Whereas, the Whittaker Road library provides an elevator for the use of patrons and staff, and

Whereas, the elevator has proven fairly reliable, requiring basic routine maintenance and state-mandated inspections, and

Whereas, a more appropriately-scaled contract is desired , and

Whereas, two proposals were received and considered by the Facilities Manager and Library Director, and

Now Therefore,

IT IS RESOLVED BY THE YPSILANTI DISTRICT LIBRARY BOARD that the contract for the Whittaker Road elevator's maintenance is awarded to the Lardner Elevator Company for a cost of \$195 per quarter.

OFFERED BY: Jean Winborn

SUPPORTED BY: Kay Williams

YES: 7 NO: 0 ABSENT: 0 VOTE: 7-0

Ypsilanti District Library
Board of Trustees Meeting
Minutes, September 28, 2022 (Unapproved)

D. Approval of purchase of benches and waste receptacles for the new Superior library

YPSILANTI DISTRICT LIBRARY

RESOLUTION NO. 2022-44

September 28, 2022

RESOLUTION TO APPROVE THE PURCHASE OF OUTDOOR FURNISHINGS FOR THE
NEW SUPERIOR LIBRARY

Whereas, the Ypsilanti District Library is building a new branch library at 1900 Harris Road in Superior Township, and

Whereas, outdoor benches and waste receptacles are desired at the facility, and

Whereas, Daniels & Zermack Architects provided a number of style options and top choices were identified by library staff, and

Whereas, a quote for the desired items has been provided through the NCPA group purchasing contract, Now Therefore

IT IS RESOLVED BY THE YPSILANTI DISTRICT LIBRARY BOARD that the outdoor benches and waste receptacles described on the attached quote be acquired from Landscape Forms for a total cost of ~~\$15,184.18~~ \$15,584.18 (additional \$400 for plaque).

OFFERED BY: Theresa Maddix

SUPPORTED BY: Bethany Kennedy

YES: 7 NO: 0 ABSENT: 0 VOTE: 7-0

E. Building dedication and plaque discussion

It was agreed to include Board members' names without including offices.

BOARD MEMBER COMMENTS

Trustee	Comment
Theresa	On her arrival this evening, witnessed the excitement of family checking out the Connect 4 game and also looking forward to Book Brigade.
Kay	Thank you for the parking lot
Brian	Book Brigade will be exciting, great doing it at EMU
Jean	Thank you for the parking lot,
Bethany	Looking forward to the Book Brigade.
Kristy	Welcome to new staff members, and urging all to sign up for "Book Brigade"

Ypsilanti District Library
Board of Trustees Meeting
Minutes, September 28, 2022 (Unapproved)

Lisa	Look at the “Banned Book” display in the Community Meeting Room
Julianne	Flue vaccination clinic at YDL- Whittaker on October 12 th 12:00 pm to 4:00 pm

Adjournment

Trustee Kennedy moved to adjourn at 7:30 p.m. Trustee Williams seconded this motion.

Vote: Ayes: McGee, Cooper, Maddix, Steimel, Winborn, Williams and Kennedy

Nays: None

Motion passed.

Financial Report

**Ypsilanti District Library
Balance Sheet
September 30, 2022
General Fund**

	FYE 11/30/17 ACTUAL	FYE 11/30/18 ACTUAL	FY 11/30/19 ACTUAL	FY 11/30/20 ACTUAL	FY 11/30/21 ACTUAL	FYTD 9/30/22	Current FYTD Variance from 11/30/21
Assets:							
Total Cash & Cash Equivalents	2,778,328	2,377,714	2,596,924	2,940,887	3,413,908	4,156,613	742,705
Receivables & Other assets	36,272	49,282	98,153	84,370	108,670	100,707	(7,963)
Total Assets	2,814,600	2,426,996	2,695,077	3,025,257	3,522,578	4,257,319	734,742
Liabilities	509,097	145,758	85,577	313,638	344,511	60,899	(283,611)
Composition of Fund Balance							
Reserved:							
Yoder Memorial	3,252	3,252	3,252	3,252	3,252	3,252	0
Current YTD						-	
Yates Memorial	3,357	3,357	3,357	3,357	3,357	3,357	0
Current YTD						-	
Designated:							
Improvement Fund	1,102,434	1,102,434	352,434	352,434	352,434	352,434	0
Current YTD--net of revenues						-	
Working Capital	500,000	500,000	500,000	500,000	500,000	500,000	0
Current YTD						-	
Designated: MTT settlements							
Designated: TEEN ZONE							
Current YTD							
Unreserved/Undesignated	736,990	696,080	272,195	1,753,090	1,852,576	2,319,024	466,448
Current YTD	(40,530)	(23,885)	1,478,262	99,487	466,448	1,018,353	551,905
Total Fund Balance	2,305,503	2,281,238	2,609,500	2,711,620	3,178,067	4,196,420	1,018,353
Total Liabilities & Fund Balance	2,814,600	2,426,996	2,695,077	3,025,257	3,522,578	4,257,319	734,742

Ypsilanti District Library
Period Ending 9/30/22 (83.3% of Year)
General Fund

ACCT #	FY 11/30/19 ACTUAL	FY 11/30/20 ACTUAL	FY 11/30/21 ACTUAL	Amended FY 2021-2022 BUDGET	YTD 9/30/22 ACTUAL	REMAINING BUDGET	YTD AS A % OF BUDGET
Total Revenues	5,506,662	5,568,866	5,918,352	5,895,497	5,913,340	(24,718)	100.3%
Expenditures							
Dept 100 Administrative	2,046,192	2,163,719	2,132,617	2,586,303	1,880,994	603,218	72.7%
Dept 200 Michigan Ave.	570,105	555,976	542,948	677,690	511,865	156,325	75.5%
Dept 300 Outreach/bookmobile	83,090	82,140	92,558	182,590	70,393	112,197	38.6%
Dept 400 Outreach/Superior Township	158,283	158,483	162,269	339,263	159,584	179,679	47.0%
Dept 500 Whittaker Rd	1,123,929	1,089,344	1,080,805	1,190,294	916,050	251,244	77.0%
Dept 600 Donations	31,845	12,312	21,629	-	26,663	(26,663)	NA
Dept 700 Grants	12,323	7,405	19,079	-	29,437	(29,437)	
Total	4,025,767	4,069,379	4,051,904	4,976,140	3,594,987	1,246,562	72.2%
Net Revenue Over Expenditures	1,480,895	1,499,486	1,866,447	919,357	2,318,353		
Sale of Assets	-	-	-		-		
Board Designation of Funds	(1,150,000)	(1,400,000)	(1,400,000)		(1,300,000)		
Fund balance - beginning of period	2,321,780	2,652,675	2,752,161	3,218,609	3,218,609		
Fund Balance - end of period	2,652,675	2,752,161	3,218,609	4,137,966	4,236,962		

**Ypsilanti District Library
General Fund
Period Ending 9/30/2022
(83.3% of Year)**

ACCT #	ACCOUNT NAME	FY 11/30/19 ACTUAL	FY 11/30/20 ACTUAL	FY 11/30/21 ACTUAL	Original FY 2021-2022 BUDGET	Amended FY 2021-2022 BUDGET	YTD 9/30/22 ACTUAL	YTD AS A % OF BUDGET
Revenue								
403.000	Superior Township Tax Levy	896,999	885,210	939,410	965,929	965,929	880,945	91.2%
425.000	City of Ypsilanti Tax Levy	808,325	836,671	866,352	883,587	883,587	880,642	99.7%
425.075	PPT Reimbursement	18,247	16,119	22,407	16,000	16,000	41	0.3%
440.000	Ypsilanti Township Tax Levy	3,283,915	3,486,095	3,653,122	3,701,210	3,701,210	3,701,301	100.0%
441.000	Renaissance Zone Reimb	39,574	66,633	68,165	65,000	65,000	67,905	104.5%
443.000	State Aid Direct	32,932	32,931	35,678	38,148	38,148	43,256	113.4%
447.000	State Aid Indirect	33,574	33,497	36,286	38,148	38,148	43,254	113.4%
500.600	Talk Grant Revenue	23,853	30,629	47,787	32,000	42,000	41,774	99.5%
657.000	Fines/Misc.	60,633	22,485	7,187	9,000	6,000	5,701	95.0%
657.100	Smart Cards - Printing & Copies	36,686	11,776	8,765	7,500	7,500	18,874	251.7%
657.600	Guest Pass	1,417	429	263	500	375	528	140.7%
661.000	Penal Fines County	111,395	84,478	113,205	108,500	108,500	83,080	76.6%
662.000	Coffee shop rent	1,296	0	0	0	0	0	NA
662.100	Community room rentals	1,850	575	0	2,500	2,500	900	36.0%
679.000	Donations/Misc.	1,152	1,063	1,360	2,500	2,500	1,471	58.8%
681.000	Donations Designated	18,850	5,100	0	0	0	0	0.0%
681.080	Donations/Memorials	2,629	4,555	7,170	600	600	6,767	1127.8%
687.000	Interest/Checking	3,233	1,037	457	500	500	716	143.2%
687.010	Interest/Savings	15,331	6,175	5,226	3,500	3,500	5,850	167.1%
688.000	Interest/Endowment	1	0	6,227	0	0	0	0.0%
689.000	Dividends-MML	5,741	4,219	4,312	4,000	4,000	7,460	186.5%
690.000	Dividend Revenue Endowment	6,771	7,220	9,045	9,500	9,500	8,161	85.9%
691.000	CARES act Credit	0	0	6,400	0	0	0	
Total Revenue		5,404,404	5,536,898	5,838,824	5,888,622	5,895,497	5,798,624	98.4%

**Ypsilanti District Library
General Fund
Period Ending 9/30/2022
(83.3% of Year)**

ACCT #	ACCOUNT NAME	FY 11/30/19 ACTUAL	FY 11/30/20 ACTUAL	FY 11/30/21 ACTUAL	Original FY 2021-2022 BUDGET	Amended FY 2021-2022 BUDGET	YTD 9/30/22 ACTUAL	YTD AS A % OF BUDGET
Expenditures								
Dept 100 Administrative								
702.000	Salary Wages	625,703	657,068	685,029	740,549	755,549	614,080	81.3%
702.100	Professional/Accounting	6,500	5,080	7,445	7,500	7,500	7,260	96.8%
702.150	Bank Fees	5,829	3,176	1,888	6,840	6,840	1,973	28.8%
702.900	Salary/Subs	16,427	3,327	1,571	15,600	15,600	5,341	34.2%
705.000	Employee Recognition Awards	687	336	804	750	750	605	80.6%
710.000	Paychex Payroll Service	12,366	11,166	12,115	12,720	12,720	11,115	87.4%
715.000	Employer Payroll Tax	144,670	144,791	148,792	176,339	178,940	129,340	72.3%
715.100	ACA Taxes Paid by employer	247	295	331	420	420	555	132.2%
718.000	MERS Defined Contribution	91,373	90,691	91,780	99,780	105,893	73,189	69.1%
719.000	FSA Admin Fee	691	707	729	853	853	524	61.4%
727.000	Office Supplies	28,789	26,412	24,088	32,400	32,400	15,638	48.3%
727.050	CARES act Exp		95	6,305				
727.200	Supplies-Facility	19,577	13,820	12,957	23,700	23,700	11,820	49.9%
752.000	MMML/Building Insurance	61,476	64,450	66,589	69,253	72,240	74,515	103.1%
753.000	MMML/Workers Comp	9,756	7,204	9,744	12,074	12,074	7,543	62.5%
754.000	Health Insurance	371,049	361,059	394,266	429,938	429,938	317,373	73.8%
756.000	Delta Dental	36,153	34,311	34,322	35,882	35,882	27,588	76.9%
757.000	Employee Assistance Program	974	579	0	0	0	0	
758.000	Life Insurance	4,036	3,969	4,316	4,212	4,212	3,020	71.7%
759.000	Vision Service Plan	8,811	8,856	9,074	9,253	9,253	8,141	88.0%
762.000	STD/LTD (Disability Insurance)	12,076	11,403	10,594	10,027	13,027	8,809	67.6%
769.000	Printing & Publishing	5,427	12,840	18,325	19,000	19,000	12,436	65.5%
769.050	Classified Advertising	993	460	432	1,000	1,000	675	67.5%
774.050	Digital Collection	31,726	175,379	209,154	263,950	263,950	181,888	68.9%
774.100	Data Bases	93,136	21,988	24,948	30,000	30,000	24,059	80.2%
774.800	System Wide DVDs	5,182	2,959	493	2,000	2,000	61	3.0%
774.900	All Materials Processing	25,838	15,899	21,270	21,000	21,000	19,961	95.1%
774.950	Play Kits	3,602	1,447	2,590	3,000	3,000	2,070	69.0%
774.975	Library of Things	0	0	2,876	8,000	8,000	6,086	76.1%
801.000	Major Events	10,978	6,768	2,805	15,925	15,925	7,543	47.4%
801.500	Learning Never Gets Old	1,962	2,246	1,999	3,000	3,000	2,999	100.0%
802.000	Mileage/Travel Reimbursement	2,883	289	775	5,000	6,200	3,561	57.4%
804.000	Workshops/Training	3,916	4,148	2,422	5,330	5,330	1,863	35.0%
805.000	Memberships & Dues	5,436	5,675	5,685	6,350	6,350	5,067	79.8%
806.000	Talk Grant Expenses	12,625	24,342	23,383	14,938	59,028	37,015	62.7%
810.000	Capital Outlay - Buildings	4,301	600	5,197	5,000	5,000	650	13.0%
810.100	Capital Outlay - Improvements	6,824	1,300	3,500	3,700	3,700	0	0.0%
812.000	Capital Outlay - Furnishings	3,949	0	268	5,000	5,000	1,100	22.0%
840.000	Repair & Main Bldg			0	0	0	-28,200	WH Flood
850.000	Automation - Technology	154,332	183,693	128,433	162,642	162,642	71,139	43.7%
850.100	Telecommunications	6,573	-19,543	6,243	6,973	6,973	24,552	352.1%
850.200	SirsiDynix	51,473	62,573	59,088	64,630	64,630	64,631	100.0%
850.500	Software Subscription	7,926	14,762	21,823	27,074	35,074	33,504	95.5%
890.000	The Library Network	2,796	2,796	2,796	3,000	4,500	0	0.0%
928.000	Postage	13,085	19,334	20,112	21,647	21,647	13,888	64.2%
965.000	Auditing Service	7,425	7,425	7,875	8,100	8,100	8,100	100.0%
975.000	Legal	8,870	6,422	5,280	6,000	15,000	10,989	73.3%
975.500	Legal - Negotiations	12,765	0	0	13,000	13,000	7,620	58.6%
980.000	Professional/Contractual	83,193	154,793	27,087	47,963	56,563	41,186	72.8%
980.500	Branding Costs	2,561	1,188	2,201	2,500	2,500	1,454	58.2%
981.500	Lost Book Expense	8,546	3,749	1,094	10,200	10,200	1,494	14.6%
982.000	MTT Charge Back City	-140	208	471	1,200	1,200	48	4.0%
983.000	MTT Charge Back TWP	389	200	1,070	5,000	5,000	3,660	73.2%
983.100	MTT Charge Back-Superior Twp	10,430	985	184	4,000	4,000	1,467	36.7%
984.050	Contributions/Endowment	0	0					NA
Total		2,046,192	2,163,719	2,132,617	2,484,212	2,586,303	1,880,994	72.7%

**Ypsilanti District Library
General Fund
Period Ending 9/30/2022
(83.3% of Year)**

ACCT #	ACCOUNT NAME	FY 11/30/19 ACTUAL	FY 11/30/20 ACTUAL	FY 11/30/21 ACTUAL	Original FY 2021-2022 BUDGET	Amended FY 2021-2022 BUDGET	YTD 9/30/22 ACTUAL	YTD AS A % OF BUDGET
Dept 200 Michigan Ave.								
702.000	Salaries	404,679	396,590	402,866	421,638	429,638	350,289	81.5%
702.800	Salaries-Pages	7,271	4,044	3,463	9,360	9,360	3,904	41.7%
771.000	Adult Books & Processing	31,227	25,084	22,288	26,100	26,100	15,301	58.6%
772.000	Youth Books & Processing	17,891	14,651	13,282	17,400	17,400	9,470	54.4%
776.000	Periodicals - Adult	4,244	2,979	2,802	3,000	3,000	1,001	33.4%
776.050	Periodicals - Youth	206	0	0	100	100	0	0.0%
778.000	Adult Audio/Visual	11,112	6,153	5,441	7,500	7,500	3,824	51.0%
779.000	Youth Audio/Visual	4,956	2,993	2,413	3,000	3,000	1,172	39.1%
802.200	Parking	3,600	3,600	3,600	3,600	3,600	3,600	100.0%
810.000	Capital Outlay - Buildings	7,952	18,869	10,000	95,000	95,000	66,817	70.3%
812.000	Capital Outlay - Furnishings	7,031	6,992	3,384	2,500	2,500	0	0.0%
840.000	Repair & Maintenance - Building	15,255	13,803	16,584	20,000	20,000	13,074	65.4%
840.025	Campbell Maint Contract	16,489	18,754	12,672	12,672	12,672	9,504	75.0%
840.050	Snow Removal/ Lawn Care	6,229	6,078	7,259	9,835	9,835	6,325	64.3%
900.000	Programs-Adult	1,493	1,625	1,462	1,700	1,700	1,511	88.9%
901.000	Programs-Youth	1,342	2,659	1,762	1,900	1,900	606	31.9%
940.000	Phone	4,514	4,535	4,553	4,820	4,820	2,195	45.5%
943.000	Natural Gas	3,359	3,624	3,946	4,216	5,716	4,660	81.5%
947.000	DTE - Electric	16,452	15,236	18,309	16,713	16,713	14,307	85.6%
949.000	Ypsilanti Comm Utilities Auth	4,802	7,707	6,864	7,136	7,136	4,304	60.3%
Total		570,105	555,976	542,948	668,190	677,690	511,865	75.5%
Dept 300 Outreach/bookmobile								
702.000	Salaries	68,078	69,159	70,870	162,704	162,704	51,714	31.8%
775.000	Library Materials	4,478	5,303	5,084	5,250	5,250	5,016	95.6%
840.000	Repair & Maintenance	5,109	6,017	14,636	8,693	8,693	9,640	110.9%
943.000	Fuel	5,425	1,661	1,967	5,943	5,943	4,023	67.7%
Total		83,090	82,140	92,558	182,590	182,590	70,393	38.6%
Dept 400 Outreach/Superior Township								
702.000	Salaries	144,398	146,792	149,424	305,556	305,556	149,111	48.8%
775.000	Library Materials	7,609	5,842	6,553	7,000	7,000	6,083	86.9%
840.000	Repair & Maintenance	1,374	1,007	1,179	5,000	5,000	1,122	22.4%
840.050	Snow Removal & Lawn Care	898	980	980	4,000	4,000	817	20.4%
900.000	Programs - adult	601	543	580	600	600	45	7.5%
901.000	Programs - Youth	600	468	624	600	600	19	3.2%
940.000	Phone	1,129	1,134	1,138	1,222	1,222	549	44.9%
943.000	Natural Gas	573	659	650	3,336	3,336	838	25.1%
947.000	DTE - Electric	1,013	960	1,044	9,146	9,146	926	10.1%
949.000	Ypsilanti Comm Utilities Auth	88	98	97	2,803	2,803	74	2.6%
Total		158,283	158,483	162,269	339,263	339,263	159,584	47.0%

**Ypsilanti District Library
General Fund
Period Ending 9/30/2022
(83.3% of Year)**

ACCT #	ACCOUNT NAME	FY 11/30/19 ACTUAL	FY 11/30/20 ACTUAL	FY 11/30/21 ACTUAL	Original FY 2021-2022 BUDGET	Amended FY 2021-2022 BUDGET	YTD 9/30/22 ACTUAL	YTD AS A % OF BUDGET
DEPT 500 WHITTAKER RD								
702.000	Salaries	696,339	701,249	722,800	719,720	730,720	618,916	84.7%
702.800	Salaries-Pages	34,553	15,483	19,698	37,440	37,440	24,218	64.7%
771.000	Adult Books	64,635	41,293	41,604	51,000	51,000	29,851	58.5%
772.000	Youth Books	38,784	23,641	27,802	33,100	33,100	18,583	56.1%
776.000	Periodicals - Adult	5,915	5,239	4,405	5,000	5,000	1,013	20.3%
776.050	Periodicals - Youth	898	759	745	800	800	0	0.0%
778.000	Adult Audio/Visual	21,217	15,746	10,284	14,700	14,700	5,886	40.0%
779.000	Youth Audio/Visual	7,300	4,159	4,236	5,100	5,100	1,695	33.2%
810.000	Cap Outlay Building	11,328	3,880	12,515	45,000	45,000	22,620	50.3%
810.100	Cap Outlay Improvements			0	0	0	0	0.0%
840.000	Repair & Maintenance - Building	23,842	39,729	22,271	23,562	23,562	22,329	94.8%
840.025	Campbell Maint Contract	42,934	42,797	42,797	42,797	42,797	32,098	75.0%
840.050	Snow Removal/Lawn Care	16,529	16,241	16,199	22,600	22,600	14,359	63.5%
900.000	Programs - Adult	3,765	4,206	3,765	4,200	4,200	2,019	48.1%
901.000	Programs - Youth	6,298	5,697	6,659	6,500	6,500	5,059	77.8%
903.000	Equipment Maintenance	6,336	820	1,564	3,000	3,000	0	0.0%
940.000	Phone	9,029	9,070	9,105	9,770	9,770	4,389	44.9%
943.000	Natural Gas	25,609	24,227	30,040	31,680	43,680	28,777	65.9%
947.000	DTE - Electric	103,549	92,512	99,414	104,763	104,763	80,875	77.2%
949.000	Ypsilanti Comm Utilities Auth	5,069	4,596	4,902	6,562	6,562	3,364	51.3%
980.000	Professional/Contractual	0	38,000		0	0		NA
Total		1,123,929	1,089,344	1,080,805	1,167,294	1,190,294	916,050	77.0%
Dept 600 Donations								
Revenue:								
	Total Revenue	87,817	18,888					
	Total Donated revenue	87,817	18,888	37,195			98,046	NA
Expenditures:								
	Total Expenditures	31,845	12,312					
	Total Expenditures	31,845	12,312	21,629			26,663	NA
Dept 700 Grants								
Revenue								
	Total Grant Revenue	14,441	13,080					
	Total Revenue	14,441	13,080	42,333			16,670	NA
Expenditures								
	Total Expenditures	12,323	7,405					
	Total Expenditures	12,323	7,405	19,079			29,437	NA
Total	Net -- restricted for future	2,118	5,675	23,254			-12,767	NA
IMPROVEMENTS/Asset Sales								
685.000	Sale of assets						0	NA
810.100	Approved projects-Improvements fund							NA
850.100	Technology improvements							NA
Total Other Revenue		0	0	0			0	NA
Total Revenue		5,506,662	5,568,866	5,918,352	5,888,622	5,895,497	5,913,340	
Total Expenditures		4,025,767	4,069,379	4,051,904	4,841,549	4,976,140	3,594,987	72.2%
	Net Revenue Over Expenditures	1,480,895	1,499,486	1,866,447	1,047,073	919,357	2,318,353	
	Fund Balance Beginning of Year	2,321,780	2,652,675	2,752,161	3,218,609	3,218,609	3,218,609	
	Board Designation	-1,150,000	-1,400,000	-1,400,000	0	0	-1,300,000	
	Ending Fund Balance	2,652,675	2,752,161	3,218,609	4,265,682	4,137,966	4,236,962	

**Ypsilanti District Library
Balance Sheet
September 30, 2022
Capital Asset Replacement Fund**

	FYE 11/30/17 ACTUAL	FYE 11/30/18 ACTUAL	FY 11/30/19 ACTUAL	FY 11/30/20 ACTUAL	FY 11/30/21 ACTUAL	FYTD 9/30/22	Current FYTD Variance from 11/30/21
Assets:							
Cash and Current Assets	417,120	399,522	1,481,745	2,807,370	3,503,051	3,148,189	(354,862)
Total Assets	417,120	399,522	1,481,745	2,807,370	3,503,051	3,148,189	(354,862)
Liabilities	-	-	-	142,355	13,454	-	(13,454)
Fund Balance	417,120	399,522	1,481,745	2,665,015	3,489,597	3,148,189	(341,408)
Total Liabilities & Fund Balance	417,120	399,522	1,481,745	2,807,370	3,503,051	3,148,189	(354,862)

Ypsilanti District Library
Capital Expenses
Period Ending 9/30/22 (83.3% of Year)

ACCT #	ACCOUNT NAME	FY 11/30/19 ACTUAL	FY 11/30/20 ACTUAL	FY 11/30/21 ACTUAL	YTD 9/30/22 ACTUAL
Revenue					
Dept 400 Superior Construction					
683.800	Superior Library Designated		54,603	857,193	738,565
688.000	Interest	457	4,986	1,181	90
Other departments		-	-		-
Total		457	59,589	858,374	738,655
	Transfer from Operating Fund	1,150,000	1,400,000	1,400,000	1,300,000
Expenditures					
Dept 200 Michigan Avenue Projects					
980.000	Prof/Contractual			16,860	94,489
	Subtotal	-	-	16,860	94,489
Dept 400 Superior Construction					
702.150	Bank Fees	4		620	1,436
752.500	Insurance - Bldrs Rsk				8,564
780.000	Opening Day Collection				163,642
801.000	Major Events			3,544	825
812.000	Capital Outlay - Eq/Furn				10,472
910.000	Site Development	7,900	106,263	32,064	-
943.000	Fuel/Natural Gas				1,482
975.000	Legal/Attorney	19,815	10,944	16,797	720
980.000	Prof/Contractual	16,245	12,709	21,763	-
981.000	Architect Fees	13,846	93,110	275,895	66,676
955.100	General Contractor	-	46,274	655,988	1,917,907
985.300	Outside Contract Expense	-			31,668
	Subtotal	57,810	269,299	1,006,669	2,203,391
Dept 500 Whittaker Projects					
980.000	Prof/Contractual	17,453	-	410,262	82,183
	Subtotal	17,453	-	410,262	82,183
TOTAL Capital Expenditures		75,262	269,299	1,433,791	2,380,062
	Total Revenue Over Expenditures	1,075,194	1,190,290	824,583	(341,408)
	Beginning Fund Balance	399,522	1,474,716	2,665,006	3,489,597
	Ending Fund Balance	1,474,716	2,665,006	3,489,598	3,148,189

Capital Asset Replacement Fund
Composition of Fund Balance

		Superior Project	Other	Total
2019	opening balance 11/30/18	0	399,522	
Board Assigned	1/23/2019	1,150,000		
Balance	11/30/2019	1,150,000	331,745	1,481,745
2020				
Board Assigned	1/22/2020	1,150,000	250,000	
Capital Campaign & Int prior to 11/30/20		66,110		
Expenses Paid prior to 11/30/20		-269,300	-13,540	
Balance	11/30/2020	2,096,810	568,205	2,665,015
2021				
Board Assigned	1/27/2021	1,200,000	200,000	
Capital Campaign & Int	11/30/2021	858,374		
YTD Expenditures	11/30/2021	-1,006,670	-427,122	
Balance	11/30/2021	3,148,514	341,083	3,489,597

	Project Summary Through:	
	9/30/2022	9/30/2022
	Superior	Other
Board	4,500,000	1,081,745
Capital Campaign	1,663,139	
Expense	-3,479,360	-617,333
	2,683,778	464,412

Check Register Report

Date: 10/21/2022

Time: 5:01 pm

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Ypsilanti District Library

BANK: ANN ARBOR

Check Number	Check Date	Status	Void/Stop Date	Reconcile Date	Vendor Number	Vendor Name	Check Description	Amount
ANN ARBOR Checks								
74849	09/01/22	Printed			0000000025	AFLAC	due 8/19/22	113.80
74850	09/01/22	Printed			BASIC	BASIC	2022 ACA filing	185.25
74851	09/01/22	Printed			CONSTELL	CONSTELLATION	July 2022 coverage	1,286.18
74852	09/01/22	Printed			0000000027	NEWENERGY- DELTA DENTAL PLAN OF MICHIGAN	Sep 2022 coverage	2,581.52
74853	09/01/22	Printed			DTE ENERGY	DTE ENERGY	whit 7/23-8/22/22 service	11,552.39
74854	09/01/22	Printed			HOME	HOME DEPOT CREDIT SERVICES	statement 8/12/22	1,157.03
74855	09/01/22	Printed			MNL	MADISON NATIONAL LIFE INS CO	September 2022 coverage	1,461.49
74856	09/01/22	Printed			TDSM	TDS	8/22-9/21/22 billing	777.40
74857	09/01/22	Printed			VERIZON	VERIZON WIRELESS	7/10-8/9/22 service	434.72
74858	09/01/22	Printed			0000000030	VISION SERVICE PLAN - MI	sep 2022 coverage	730.22
74859	09/12/22	Printed			AK	AK LAWN CARE	MA #6 lawn care	658.80
74860	09/12/22	Printed			ALER	ALERUS FINANCIAL	employ August 2022 contributio	17,781.04
74861	09/12/22	Printed			AES	ALLIED EAGLE SUPPLY CO	tissue/wiper bag/hand soap	742.84
74862	09/12/22	Printed			0000000559	ASSOCIATED PLUMBING & SEWER	whit - admin wing repair	467.50
74863	09/12/22	Printed			BECRAU	BECKETT & RAEDER	through 5/31/22	542.50
74864	09/12/22	Printed			EBL	ELIZABETH BINDER-LEVY	10/1/22 college list presentat	60.00
74865	09/12/22	Printed			BA	BLACKSTONE PUBLISHING	the it girl	34.94
74866	09/12/22	Printed			VIRCAR	VIRGINIA CARDWELL	9/28/22 wills/trusts planning	100.00
74867	09/12/22	Printed			JCARY	JAMES CAREY	August 2-022 service	1,160.00
74868	09/12/22	Printed			CEN	CENGAGE LEARNING	on rotation	50.23
74869	09/12/22	Printed			CTS	CHARTER TOWNSHIP OF SUPERIOR	August 2022 elec/fuel	134.98
74870	09/12/22	Printed			CTS	CHARTER TOWNSHIP OF SUPERIOR	August 2022 grounds	81.68
74871	09/12/22	Printed			CINAZZ	CHIN-AZZARO LLC	10/15/22- journal wksp	150.00
74872	09/12/22	Printed			0000000039	DEMCO, INC.	laminate	137.02
74873	09/12/22	Printed			DTE ENERGY	DTE ENERGY	MA 7/29-8/29/22 service	1,670.38
74874	09/12/22	Printed			DTE ENERGY	DTE ENERGY	whit street August 2022	42.41
74875	09/12/22	Printed			FIND	FINDAWAY WORLD, LLC	i am golden	64.99
74876	09/12/22	Printed			GC	GLADWIN CENTER	YDL Strategic Retreat	280.00
74877	09/12/22	Printed			HGD	HARMON GLASS DOCTOR	whit youth window-balance	753.66
74878	09/12/22	Printed			HLD	HOWLETT LOCK & DOOR, INC.	whit-emplopyee entrance	112.50
74879	09/12/22	Printed			ISI	INDUSTRIAL SERVICES INC.	Aug 2022 billing 40% original	17,635.00
74880	09/12/22	Printed			IPS	INSIGHT PUBLIC SECTOR, INC.	juniper networks	6,519.75
74881	09/12/22	Printed			KANO	KANOPY INC.	221 titles - Aug 2022 billing	418.20
74882	09/12/22	Printed			KENT	KENT DISTRICT LIBRARY	lost ILL-visions of the world Lisa Hills	16.95
74883	09/12/22	Printed			LSNC	LESLIE SCIENCE & NATURE CENTER	10/8/22 - STEM for little ones	319.72
74884	09/12/22	Printed			LIBRARY DE	LIBRARY DESIGN ASSOCIATES	MA carpet replacement 8/22	53,193.00
74885	09/12/22	Printed			LMCG	LIBRARY MARKETING	Killian 11/2/22 conference	475.00
74886	09/12/22	Printed			0000000051	THE LIBRARY NETWORK	tele comm 7/1-9/31/22	6,137.99
74887	09/12/22	Printed			MLL	M.L. LIEBLER	10/9/22 concert - Beatles Fore	1,200.00
74888	09/12/22	Printed			LFC	LIFESTYLE FITNESS COACH-LLC	1 of 2 LNGO 9/13/22	180.00
74889	09/12/22	Printed			LFC	LIFESTYLE FITNESS COACH-LLC	2 of 2 LNGO series 10/11/22	180.00
74890	09/12/22	Printed			MAKT	MAKTABATEE	Heros among us	129.97
74891	09/12/22	Printed			MBM	MBM TECHNOLOGY SOLUTIONS	Whit 7/24-8/23/22 billing	650.83
74892	09/12/22	Printed			AFSCME	MICHIGAN AFSCME	Aug 2022 dues	474.60
74893	09/12/22	Printed			MICHLIB	MICHIGAN LIBRARY ASSOCIATION	Russell renewal 2022	370.00
74894	09/12/22	Printed			MWP	MICHIGAN WEB PRESS	fall 2022 LOOP	4,940.54
74895	09/12/22	Printed			MIDWESTTAF	MIDWEST TAPE	502548055/502548053/502548057	1,230.47

Check Register Report

Date: 10/21/2022

Time: 5:01 pm

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Ypsilanti District Library

BANK: ANN ARBOR

Check Number	Check Date	Status	Void/Stop Date	Reconcile Date	Vendor Number	Vendor Name	Check Description	Amount
ANN ARBOR Checks								
74896	09/12/22	Printed			MIDWESTTAF	MIDWEST TAPE	Hoopla ending 8/31/22	14,225.37
74897	09/12/22	Printed			MY FAVORIT	MY FAVORITE PLANT COMPANY	Sept 2022 service	128.00
74898	09/12/22	Printed			OV	OVERDRIVE, INC.	01576DA22314112...	5,395.38
74899	09/12/22	Printed			PATR	PATRON ACCOUNT	return-Speckled Beauty	26.00
74900	09/12/22	Printed			PATR	PATRON ACCOUNT	return-Tiny Little Fly	15.99
74901	09/12/22	Printed			QM	Q+M	fall 2022 LOOP design	6,730.00
74902	09/12/22	Printed			RELI	RETHINKING LIBRARIES, LLC	Strategic plann 2022	9,080.00
74903	09/12/22	Printed			RLPG	ROWMAN LITTLEFIELD PUBLISHING	US labor stats 2022	219.43
74904	09/12/22	Printed			LYSET	LYNNE SETTLES	10/22/22 luminary-Ypsiglow	150.00
74905	09/12/22	Printed			SMITH	AARON SMITH	reimbursement TLN wrksp	15.00
74906	09/12/22	Printed			STAPAD	STAPLES ADVANTAGE	statement 8/25/22	683.46
74907	09/12/22	Printed			STUD	SUPERIOR TOWNSHIP UTILITY DEPT	7/15-8/15/22 billing	8.22
74908	09/12/22	Printed			AMAZ	SYNCB AMAZON	statement 8/10/22	1,107.67
74909	09/12/22	Printed			TERM	TERMINIX	whit treatment 8/19/22	950.00
74910	09/12/22	Printed			TUT	TUTOR.COM	learning suite	2,000.00
74911	09/12/22	Printed			U	ULINE	tags/bubble bags	104.02
74912	09/12/22	Printed			UMSI	UNIQUE MANAGEMENT SERVICES,	September 2022	90.00
74913	09/12/22	Printed			UDM	UNIVERSITY OF DETROIT	lost-Encyc of Counseling	135.00
74914	09/12/22	Printed			VRC	VITAL RECORDS CONTROL	shred day -whittaker 8/2022	700.00
74915	09/12/22	Printed			A4	WASTE MANAGEMENT OF MICHIGAN	whit Sept 2022	458.54
74916	09/12/22	Printed			WPL	WILLIAM P. FAUST	lost-ILL happiest retirees kno	22.00
74917	09/12/22	Printed			0000000021	Y C U A	MA 7/20-8/20/22	1,723.04
74918	09/12/22	Printed			YPSIHARD	YPSILANTI ACE HARDWARE	closing 8/31/22	58.28
74919	09/12/22	Printed			MI HISTORI	YPSILANTI HISTORICAL MUSEUM	9 - Story of Ypsilanti	90.00
74920	09/21/22	Printed			BAA	BANK OF ANN ARBOR	statement 9/25/22 #4396	1,135.52
74921	09/21/22	Printed			BAA	BANK OF ANN ARBOR	statement 9/25/22 #0667	3,729.47
74922	09/21/22	Printed			BAA	BANK OF ANN ARBOR	statement 8/25/22 #4669	1,663.47
74923	09/21/22	Printed			CIT	CIT TECHNOLOGY FIN SERV INC.	due 9/30/22	1,731.63
74924	09/21/22	Printed			CONSTELL	CONSTELLATION NEWENERGY-	whit Aug 2022 service	1,242.80
74925	09/21/22	Printed			HOME	HOME DEPOT CREDIT SERVICES	statement 9/13/22	254.10
74926	09/21/22	Printed			SATEOFMICH	STATE OF MICHIGAN	Flex renewal 2022	171.00
74927	09/21/22	Printed			VERIZON	VERIZON WIRELESS	8/10-9/9/22 billing	434.16
74928	09/21/22	Printed			VGK	VGKIDS	YDL-navy shirts	551.50
74929	09/30/22	Printed			ADT	ADT SECURITY SERVICES, INC	Superior Oct-Dec 2022 service	173.16
74930	09/30/22	Printed			BASIC	BASIC	admin fee Sept 2022	50.00
74931	09/30/22	Printed			BCN	BLUE CARE NETWORK OF MI	Oct 2022 coverage	38,606.80
74932	09/30/22	Printed			0000000027	DELTA DENTAL PLAN OF MICHIGAN	Oct 2022 coverage	2,581.52
74933	09/30/22	Printed			DTE ENERGY	DTE ENERGY	whit 8/23-9/22/22 service	10,215.43
74934	09/30/22	Printed			GORDON	GORDON FOOD SERVICE, INC.	YDL retreat 9/14/22	139.28
74935	09/30/22	Printed			A21	MICHIGAN MUNICIPAL	4/1/22-4/1/2023 coverage	2,275.00
74936	09/30/22	Printed			TDSM	TDS	9/22-10/21/22 coverage	778.60
74937	09/30/22	Printed			TERM	TERMINIX	MA 9/9/22 treatment	255.00
74938	09/30/22	Printed			0000000030	VISION SERVICE PLAN - MI	Oct 2022 coverage	730.22
74939	09/30/22	Printed			YPSILIB	YPSILANTI DISTRICT LIBRARY	transfer to money market	1,000,000.00

Total Checks: 91

Checks Total (excluding void checks):

1,250,211.55

Total Payments: 91

Bank Total (excluding void checks):

1,250,211.55

Check Register Report

Date: 10/21/2022

Time: 5:01 pm

Page: 3

Ypsilanti District Library

BANK: ANN ARBOR

Check Number	Check Date	Status	Void/Stop Date	Reconcile Date	Vendor Number	Vendor Name	Check Description	Amount
Total Payments: 91					Grand Total (excluding void checks):			1,250,211.55

Communications



Strategic Framework for TLN

Mission

To create a vibrant, collaborative partnership among our libraries, driving access to shared services and resources.

Vision

To support and inspire development, leadership, and innovation in our libraries.

Values

1. We strive to provide excellent **service** to advance all libraries.
2. We facilitate resource sharing and **collaboration** as we are stronger together.
3. We embrace **equity, diversity, and inclusion** and promote these principles for providing accessible library services to all.
4. We foster **fiscal responsibility** through robust purchasing power and proactive planning realizing a positive return on investment for our libraries.

Priorities

- **Leadership:** TLN will provide leadership at both the cooperative and statewide levels to foster collaboration for delivery of equitable services and access to libraries in Michigan.
- **Inclusive Culture:** TLN will reflect the diversity of the membership we serve and strive to realize an equitable organization.
- **Connection:** Members and employees will feel connected to one another and to the mission of TLN through open communication.
- **Engagement:** The TLN membership and offices will be actively engaged in defining our work together.
- **Infrastructure:** TLN will assess member needs and establish an infrastructure to move towards delivery of our mission and goals.
- **New Shared Resources:** Shared resources will be expanded in order to maximize the benefits of working together.
- **New Services:** TLN will work to identify new and expanded services in order to maximize benefits for all member libraries.



TLN Goals for Fiscal Year 2023 (October 1, 2022 – September 30, 2023)

1. Member and employee programming for Equity, Diversity, and Inclusion (EDI) Efforts

-Timetable: Ongoing, annually. Programming opportunities will continue. Establish new Committee in 2023 Fiscal Year.

-Measure of Success: Establishment of an ongoing working group to continue efforts, programming and otherwise.

-Values: Equity, Diversity, and Inclusion (EDI)

-Priorities: Leadership, Inclusive Culture, Engagement

2. Website expansion of online services.

-Timetable: Fiscal Year 2023.

-Measure of Success: All registration and marketing for events/programming will be fully incorporated into the website. Member survey about website will be distributed and assessed.

-Values: Service, Fiscal Responsibility

-Priorities: Connection, Engagement, Infrastructure, New Shared Resources

3. Integration of some Billing into new E-Commerce portal on Website

-Timetable: Fiscal year 2022

-Measure of Success: We will continue to work on incorporating various services and products into the online store to streamline ordering processes and make TLN sales easier both to members and internally. Online payments now accepted. Working in the coming year with TLN departments to move relevant purchasing and renewals to the website.

-Values: Service, Fiscal Responsibility

-Priorities: Infrastructure, New Shared Resources, New Services



4. Completion of Statewide ARPA Grant Project. TLN will submit final grant report in the 2023 fiscal year and we will have an audit performed on the grant, as required.

-Timetable: Fiscal Year 2023.

-Measure of Success: Report filed and audit completed satisfactorily.

-Values: Service, Collaboration, EDI, Fiscal Responsibility

-Priorities: Leadership, Connection, New Shared Resources

5. Implementation of new Affiliate Membership category and defined structure for affiliate member services cost recovery.

-Timetable: Fiscal Year 2023.

-Measure of Success: New Affiliate Members identified and made part of TLN, all services for Affiliate Members funded. The TLN Board, as advised by the TLN Executive Director, will set policies for affiliate members in the coming year. The Executive Director will identify potential affiliate members and move forward with signing up as many as relevant for services in the coming year.

-Values: Fiscal Responsibility

-Priorities: Leadership, Infrastructure, New Services

6. Launch and promote new mobile interface for Michigan Activity Pass (MAP) statewide program.

-Timetable: Fiscal Year 2023.

-Measure of Success: Complete project planning in Fall 2022 and full launch of new MAP in spring 2023 (in May, which is the start of the annual MAP season).

-Values: Service, Collaboration

-Priorities: Leadership, Shared Resources, New Services

7. Hold conversations with TLN Groups (Committees, Interest Groups, Communities), including discussions of newly approved language from the Plan of Service, and complete new shared rules of operation for all Groups.

-Timetable: Fiscal Year 2023.

-Measure of Success: Established new rules of operation for TLN Groups.

-Values: Service, Collaboration

-Priorities: Leadership, Inclusive Culture, Connection, Engagement, Infrastructure



8. Hire TLN Member Engagement position to assist with coordination of all member engagement efforts, including overview of TLN programming and annual events calendar and TLN Groups coordination and guidance.

-Timetable: Fiscal Year 2023.

-Measure of Success: Hire new employee, devise annual strategy, implement new rules of operation for TLN Groups. Establish procedures for event planning, including identification of roles and responsibilities. Assumption of responsibility for dissemination of communications and marketing for TLN.

-Values: Service, Collaboration, Fiscal Responsibility

-Priorities: Leadership, Inclusive Culture, Connection, Engagement, Infrastructure, New Shared Resources

9. Establish a new service for member libraries creating a substitute worker pool.

-Timetable: Fiscal Year 2023.

-Measure of Success: Member input received and new service established. Member libraries making use of the new service and seeing a reduction in difficulty for hiring temporary workers.

-Values: Service, Collaboration, EDI, Fiscal Responsibility

-Priorities: Inclusive Culture, Infrastructure, New Shared Resources, New Services

10. Establish a committee workgroup to review and make recommendations for the TLN Reciprocal Borrowing policy.

-Timetable: Fiscal Year 2023.

-Measure of Success: Completed review and report sent to members for review and input, and to the TLN Board for approval.

-Values: Service, Collaboration, EDI

-Priorities: Inclusive Culture, Infrastructure

11. Complete assessment of TLN Cataloging services, with special attention to foreign language materials, including costs, who will pay, policy changes.

-Timetable: Fiscal Year 2023.

-Measure of Success: Completed final assessment report and recommendations delivered to membership for review and input, and sent to the TLN Board for approval.

-Values: Service, Collaboration, EDI, Fiscal Responsibility

-Priorities: Inclusive Culture, Infrastructure

Committee Reports

To: YDL Board of Trustees
From: Lisa Hoenig, Library Director
Date: 10/21/2022
Re: Superior Planning Committee report

I attended site meetings on September 30, and October 7 and 14. Another meeting is scheduled for Monday morning. We are in the home stretch! Current status of the construction project:

- The parking lot is paved and striped.
- Cabinets are installed and the last of the countertops are in fabrication.
- Interior finishes are substantially complete and being touched up.
- The interior punch list has been issued and is 90% complete.
- All trades have had final inspections.
- Shelving has been delivered and installed.
- Furniture deliveries are ongoing.
- The solar array system is fully operational and contributing power to the building.
- The book lockers have been relocated to the new branch.
- The rolling overhead kitchen door will be installed on 10/21.
- The exterior cladding (EIFS) is approximately 70% complete.
- The dumpster and screen wall gates will be installed by the end of the month.

Superior staff will begin working in the building on 10/24.

The materials moved during the Book Brigade are being shelved today. The Opening Day Collection will be delivered 10/25. Staff will unbox and shelve.

All materials and technology have been removed from the old location; we are in the process of clearing out furniture, shelving, etc. The drop box will accept returns until 11/14.

The Harris Road widening project continues; progress seems to be slower than expected.

SenSource has installed the door counters. All Star Alarm will train our staff on the building security system next week. TelSystems started installing the A/V this week.

The YDL IT Department has been working at new Superior most of the last two weeks. The building has internet, computers, and phones.

We have contracted with Republic Waste for trash pick-up starting November 1.

A "Sneak Peek" open house for staff, Board, Friends of the Library, capital campaign committee members and a few others is scheduled for Thursday, November 3, from 2-4 p.m. Invitation forthcoming. Please drop in to check out what we've built together!







Architect's Field Report

OWNER	X
ARCHITECT	X
CONTRACTOR	X
FIELD	
OTHER	

PROJECT:	Ypsilanti District Library Superior Branch	FIELD REPORT NO.:	33
OWNER:	Ypsilanti District Library	ARCHITECT'S PROJECT NO.:	2017-55
CONTRACTOR:	O'Neal Construction Inc.	CONTRACT:	Contract Administration
DATE:	21 SEP 2022	TIME:	10:30 am
		WEATHER:	Cloudy
		TEMPERATURE:	75°F
ESTIMATED % OF COMPLETION:	82%	CONFORMANCE WITH SCHEDULE (+,-)	Schedule is being compressed to meet 11/14 grand opening.

PRESENT AT SITE:

Name:

Nick Kresta
Matt Ratzow
Lisa Hoenig
Dan Whisler
Davy Shellabarger

Representing:

O'Neal Construction (OCI)
OCI
Ypsilanti District Library (YDL)
Daniels & Zermack Architects (DZA)
DZA

WORK IN PROGRESS:

- 33.1 Carpet install at youth area.
- 33.2 Tile work at staff restroom.
- 33.3 Acoustical drywall ceiling finish (spraying) in meeting room and group study rooms.
- 33.4 EIFS finishing on west side of building.
- 33.5 Electrical work at main entrance.

OBSERVATIONS:

- 33.1 Stored materials include: EIFS foam, vapor barrier, and finish materials, joint compound, acoustical ceiling tile & grid, paint, tile, wood doors and trim, carpet tile.
- 33.2 DZA noted that the carpet inserts to be put into the floor boxes need to match the orientation of the surrounding carpet tile, see photo.
- 33.3 Exterior power pedestals have been installed.

ITEMS TO VERIFY:

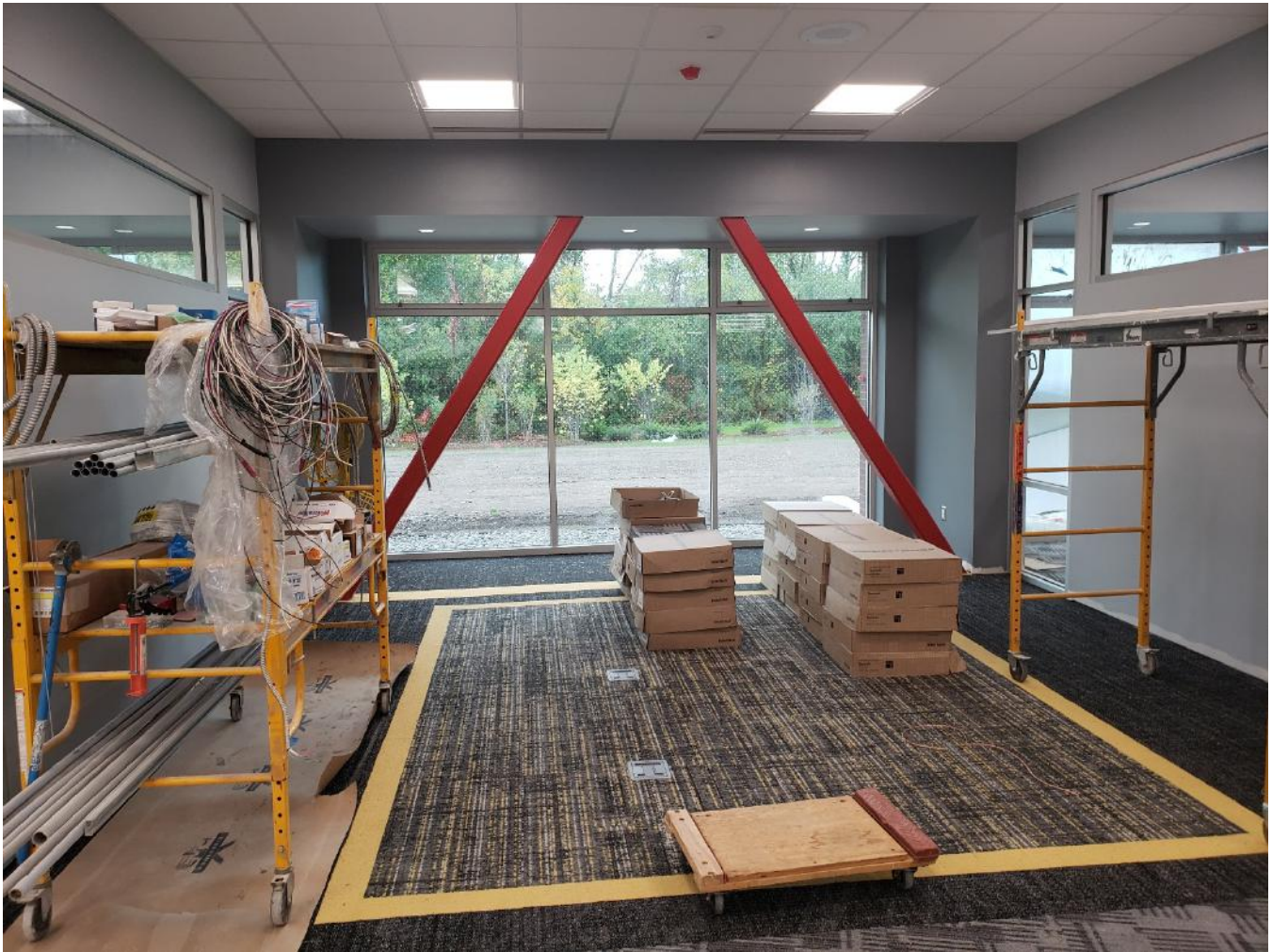
- 32.1 Dimensions for monitor arms and grommet holes at circulation and reference desks to be finalized.

INFORMATION OR ACTION REQUIRED:

- 33.1 OCI's quality control to review fasteners at metal fascia around the building's roof edges. DZA is concerned the holes where nails are driven may not give adequate room for thermal expansion and contraction.
- 33.2 Some clean up work is needed at the steel headers in the copula. The sealant joints do not look clean and there are some spots that appear to need touch up paint.

ATTACHMENTS:

- 33.1 See Progress photos:





Carpet inserts in floor boxes to align with carpet tile orientation.



Touchups needed at cupola steel headers.



Loose nail at metal roof fascia



REPORT BY: D. Shellabarger



Architect's Field Report

OWNER	X
ARCHITECT	X
CONTRACTOR	X
FIELD	
OTHER	

PROJECT:	Ypsilanti District Library Superior Branch	FIELD REPORT NO.:	34
OWNER:	Ypsilanti District Library	ARCHITECT'S PROJECT NO.:	2017-55
CONTRACTOR:	O'Neal Construction Inc.	CONTRACT:	Contract Administration
DATE:	21 SEP 2022	TIME:	10:30 am
		WEATHER:	Cloudy
		TEMPERATURE:	55°F
ESTIMATED % OF COMPLETION:	90%	CONFORMANCE WITH SCHEDULE (+,-)	Schedule is being compressed to meet 11/14 grand opening.

PRESENT AT SITE:

Name:

Nick Kresta
Matt Ratzow
Lisa Hoenig
Davy Shellabarger

Representing:

O'Neal Construction (OCI)
OCI
Ypsilanti District Library (YDL)
Daniels & Zermack Architects (DZA)

WORK IN PROGRESS:

34.1 EIFS work on north side of building

OBSERVATIONS:

- 34.1 Stored materials include: EIFS foam, vapor barrier, and finish materials, joint compound, acoustical ceiling tile & grid, paint, tile, carpet tile.
- 34.2 The crew doing the Harris Rd work hit a gas line again, strong smell upon arriving to the site.
- 34.3 The base cabinets on the meeting room side of the overhead door are too big for the installed countertop. OCI is aware of the issue and is working on a solution.
- 34.4 Parking lot paving and painting is complete

ITEMS TO VERIFY:

- 32.1 Dimensions for monitor arms and grommet holes at circulation and reference desks to be finalized. Templating is scheduled for next Tuesday.
- 34.1 OCI noted that the book return room will probably be very cold during winter and may need additional heating. DZA had discussed this issue with SES previously, and SES said that the airflow set for the room should be enough to hold the room temperature at 60F at outside temperatures as low as -3F. Since there are no pipes that are in danger of freezing and the room is not regularly occupied, this should be ok even if it is noticeable colder than other rooms.

INFORMATION OR ACTION REQUIRED:

- 33.1 OCI's quality control to review fasteners at metal fascia around the building's roof edges. DZA is concerned the holes where nails are driven may not give adequate room for thermal expansion and contraction.
- 34.1 YDL to confirm whether they would like the screens at the operable windows removed. The windows were not specified with screens when added as part of bulletin 2, and the overall look of the windows is not as clean with them attached. The issue is that the clips that hold the screens in place are screwed into the storefront framing and removing them would leave holes visible.
- 34.2 OCI noted that the toilet partition in the Men's restroom is a little wobbly, and suggested bracing it to the south wall, or replacing the installed top channels with one solid channel to add rigidity. DZA to provide a selection.

ATTACHMENTS:

- 34.1 See Progress photos:





Clips for attaching screens at operable windows.



Base cabinet is too big for countertop



Dumpster enclosure has been painted

REPORT BY: D. Shellabarger

Director's
Report
and attachments

Library Director's Report

October 26, 2022

Making Headlines

The Book Brigade was an outstanding event that garnered national attention! Thank you to everyone who attended. It was a remarkable show of support from our community, truly demonstrating how much everyone loves their library and eagerly awaits the new branch. Not long now!

Facilities:

- The Library Plaza lighting upgrade is underway; we hope it will be complete by YpsiGLOW.
- The sample light fixture in the Michigan Avenue basement got a huge thumbs up from staff. The remaining fixtures will be ordered soon; the project should be complete by the end of the year.
- The first of two bottle-filler drinking fountains has been installed at Michigan Avenue. We hope to upgrade the Whittaker fountains in 2023.

Personnel:

- On 10/10 Michigan Avenue full-time Clerk Courtney Duke, who was recently promoted from part-time, resigned without notice. We had posted for an additional full-time Clerk for Michigan Avenue, so interviewed for two positions instead of one. Thank you to all staff who have pitched in to help during this difficult situation.
- Andrew Hamilton is YDL's new Business Office Manager. His first day was 10/19 and he is quickly learning the ropes. Andy will be recording secretary for the October meeting, so you will meet him then.
- Kaitlyn Johnson started on 10/3 as our new part-time Outreach librarian. Our part-time Outreach paraprofessional will be Susana Adamé-Goff. She joins the YDL team on 10/31.
- We have hired Kallista Walker as YDL-Superior Youth/Teen paraprofessional, and our three part-time Clerks at the new branch will be Sienna Higgins, Coronda Maxwell, and Lewander Davis. All four will participate in the unboxing of the opening day collection next week, which should be a great team-building exercise!
- Patricia Harris will join the YDL-Whittaker Customer Services team as part-time Clerk on 10/31.
- This Monday, 10/24, Stephanie Poci-Morrison will join the YDL-Michigan Avenue Youth Department as a part-time paraprofessional.
- Thank you to Diane Schrag for filling in temporarily in the Business Office. We appreciate you!

Strategic Plan:

- ReThinking Libraries expects to have a draft plan and mission/vision statements to us by next week.

Side Notes:

- The 2010 Ford Flex we use to transport materials between branches, tow the trailer, and deliver Books on Wheels, etc. needs significant repairs. As the estimate is more than twice what the vehicle is currently worth, I have decided it will not be repaired this time. We will need to find a new vehicle before spring.
- EMU just proposed a BSW student placement for us for the winter semester which we're excited to consider.
- Between drafting the new budget, managing the building project, interviewing, and fundraising, I have been extremely busy this month. Although the entire staff has been feeling overwhelmed with things to do, the excitement for the new branch's Grand Opening is palpable. We are thrilled to finally fulfill this promise to our community, and we are delighted with the building. I hope you will all join us for a drop-in Sneak Peek Open House on Thursday, November 3 between 2:00-4:00 p.m. We can't wait to show you what we've built together!

YDL Dashboards

YPSILANTI DISTRICT LIBRARY
FUND DEVELOPMENT DASHBOARD
October 2022

Strategy	2016 Actual	2017 Actual	2018 Actual	2019 Actual	2020 Actual	2021 Actual	2022 YTD	2022 Goal
Friends of YDL Annual Support	\$43,360	\$36,050	\$36,000	\$31,000		\$18,000	\$13,631	\$24,000
Memorial Gifts								
In Memory of Ingrid Koch			\$1,011				\$50	
In Memory of Geraldine Kruse							\$1,907	
In Memory of Marguerite Leighton					\$1,008			
In Memory of William M. White Jr.					\$2,000			
In Memory of John C. Slicker					\$1,000			
Sub-total	\$5,951	\$4,695	\$2,261	\$3,550	\$4,008	\$0	\$1,957	
Annual Giving Campaign	\$3,582	\$9,712	\$7,745	\$7,604	\$14,764	\$350		
Additional fundraising activities								
Gala 150 year anniversary			\$24,123					
Annual Report Mailing		\$1,180		\$1,971		\$5,000	\$2,575	
Dining for Dollars	\$652	\$276	\$306	\$256		\$237		
Trustee Parties	\$3,421	\$5,489	\$3,760					
Kroger Community Rewards					\$257	\$455	\$326	
Amazon Smile					\$0	\$0	\$225	
Sub-total	\$4,073	\$6,945	\$28,189	\$2,227	\$257	\$5,693	\$3,126	
Sponsorships								
EMU (Sponsorship of TEDx Talk, 4/13/17)	\$2,500	\$3,000						
Bank of Ann Arbor (New Superior Library Grand Opening)						\$2,500	\$2,000	
Bank of Ann Arbor (Vehicle Donation)		\$2,000	\$2,000					
Gene Butman Ford (Vehicle Donation)		\$3,316						
Beal Investment-TedX Sponsor		\$900						
The Mosaic Foundation	\$1,000	\$1,000		\$1,000				
Fifth Third Bank (Flag Pole - New Superior)					\$5,000			
St. Joseph Mercy Ann Arbor (New Superior Grand Opening)							\$5,000	
Victory Toyota (New Superior Grand Opening)							\$1,000	
Washtenaw Community College (New Superior Grand Opening)							\$5,000	
Sub-total	\$3,500	\$10,216	\$2,000	\$1,000	\$5,000	\$2,500	\$13,000	
YDL Endowment Fund								
General	\$10,400	\$2,505	\$6,025	\$5,350	\$3,675	\$5,000	\$2,500	
YDL (Yoder Fund Transfer/ Yates Fund Transfer)			\$3,252		\$3,369			
Superior				\$350	\$2,641			
Marla J. Gousseff Trust: The James W. and Marla J. Gousseff Fund for YDL						\$211,588		
Sub-total	\$10,400	\$2,505	\$9,277	\$5,700	\$9,684	\$216,588	\$2,500	
Designated Donations								
General Fund	\$450	\$620	\$1,229	\$1,037	\$101			
Michigan Ave		\$1,000	\$1,000	\$1,000		\$300	\$84,115	
Superior	\$500		\$7,584	\$45,900	\$30,495	\$358,815	\$283,865	
Adult Fiction	\$500		\$600	\$500				
Bookmobile			\$1,000				\$662	
Memorial Gifts	\$953	\$1,264	\$443	\$225				
MI Ave Plaza Lighting				\$1,000		\$10,000		
Youth Programming				\$50				
Sub-total	\$2,403	\$2,884	\$11,856	\$49,712	\$30,596	\$369,115	\$368,642	

Strategy	2016 Actual	2017 Actual	2018 Actual	2019 Actual	2020 Actual	2021 Actual	2022 YTD	2022 Goal
Total Donations	\$73,269	\$73,008	\$97,328	\$100,793	\$64,310	\$612,246	\$402,855	
Grants								
AAACF Community Impact Grant							\$15,000	
ALA-PBS Great American Reads series			\$2,000					
ALSC Dia Turns 20 Mini Grant	\$2,000							
ALSC STEAM Strengthening Communities Grant				\$5,000	\$5,000			
Ann Arbor Farm & Garden	\$985				\$5,000			
Ann Arbor Rotary Foundation							\$5,600	
Blue Cross Complete of MI - Early Literacy Program				\$1,200				
CARES Act Grant					\$6,400			
Children's Foundation							\$23,100	
Downtown Association of Ypsilanti [Direct]	\$1,700							
DTE Foundation						\$10,000		
Ezra Jack Keats Minigrant, EJK Foundation	\$500							
Generations United				\$1,500				
Generator Z (Lakeshore Connections)						\$24,000		
Graham Scholars (Solar Energy Stem Kits)							\$250	
Graham Scholars Summer Internship Program					\$4,000	\$4,000		
Gro More Good Grassroots Grant				\$500				
Herrick Foundation						\$150,000	\$100,000	
Humane Society of the United States						\$2,000		
IMLS National Leadership Grant (TALK)					\$71,324	\$59,534	\$111,142	
James & Faith Knight Foundation							\$50,000	
Kiwanis-Early Childhood Priority 1 Committee	\$1,600	\$1,600	\$1,080	\$1,080				
Kiwanis Club of Ann Arbor							\$3,000	
LSTA - Public Library Services Grant				\$1,555				
LSTA - Talk, Early Literacy Texting		\$71,650	\$61,250	\$42,100				
MACC - mini grant							\$2,000	
MCACA- Capital Grant - Superior					\$42,500	\$7,500		
MCACA-New Leaders Grant [Noise Permit]	\$3,200	\$2,970	\$2,800		\$2,800			
MCACA-Ypsi Song Fest	\$8,156							
MCFB - Family Read					\$500			
MCLS-Harwood	\$690							
MHC - America without Racism: Making the Vision a Reality						\$1,500		
MHC - Prime Time Family Reading	\$3,000		\$3,000	\$2,700				
MHC - Ypsilanti African American Oral History Archive	\$24,350							
MHC- Arts & Humanities Touring Grant		\$324						
MParks					\$3,000			
Mullick Foundation (New Superior Kichenette)							\$10,000	
National Center for Family Learning		\$3,000						
NEH-Wild Land Exhibit Programming Grant	\$1,000							
Neutral Zone -TAG Youth Driven Project						\$900		
Teen Science Café Grant			\$3,000					
Towsley Foundation ***								
United Way Opportunity Grant		\$5,000	\$3,000					
Washtenaw County Census Mini Grant					\$500			
Washtenaw County Commission Superior Allocation						\$50,000		
YACF - Air Purification					\$12,000			
YACF Early Creative Youth Studio	\$3,000							
YACF Early Literacy Outreach	\$2,565							
YALSA/DollarSummer Teen Intern Grant		\$1,000		\$1,000				
YDL Endowment Fund Proceeds	\$5,210	\$5,816	\$6,335	\$6,571	\$7,220	\$7,718	\$25,859	
Young Family Foundation						\$200,000	\$200,000	
Ypsilanti Downtown Development Authority					\$800			
Total Grants	\$57,956	\$91,360	\$82,465	\$63,206	\$161,044	\$517,152	\$546,951	
GRAND TOTALS	\$131,225	\$164,368	\$179,793	\$163,999	\$225,353	\$1,129,398	\$948,807	

Designated Fundraising to Date

YDL - Superior Construction (Gousseff Trust included) - \$1,965,189.72
 *** Towsley Foundation Grant (Starts December 2022 / \$80,000 per yr. for 5 years)
 * Whittaker Rd Teen Area Improvement -\$5,550

*\$1050 remaining, expenditures =4500

Department Reports

Acquisitions Department Board Report

October 2022

Department News and Activities

- Materials ordering for this fiscal year is wrapping up.
- A new order of Library of Things has arrived! Examples include an air compressor, an Instapot, a Cricut Joy machine, and more board games. I am working on cataloging and processing the new items. Also, thank you to Adult Services librarian Christy for help with the cataloging.
- Myself and Acquisitions staff will be helping with the delivery and unboxing of Superior Opening Day materials from our vendors, Baker & Taylor and Midwest Tape, during the week of October 24.
- I continue to attend meetings for the Ypsilanti Bicentennial history sub-committee. Our book about Ypsilanti over the past 50 years is coming together nicely.
- Acquisitions staff continues to work on our regular tasks, including placing and receiving orders, processing materials, repairing items, MeLCat, inventory, and cataloging.

Statistics

- The collection budget is currently 83% encumbered.
- 369 items were cataloged in September.
- 1,701 items, including 685 e-items, were added in September.
- YDL borrowed 772 items from other libraries via MeLCat in September.
- YDL loaned 864 items to other libraries via MeLCat in September.
- 18 items no longer in our system have been returned since going fine free.

Submitted by Sarah Zawacki
October 19, 2022

Communications & Development

Monthly report: October 2022

Major print/design pieces produced:

- The communications department created the design for our new YCS Success Cards that will be given to all students in the district.
- We designed selfie frames to go at each location (including the Bookmobile) to celebrate people getting their library card and encourage social media sharing.
- We also designed and printed invites for the Library Ribbon Cutting Ceremony to send to donors and community officials.



Promotions

- **Book Brigade:** The Book Brigade was an incredible success (as others surely have mentioned). We coordinated coverage from a number of media outlets (see below) and had our aerial photographer from Better Planet Media help document the event. We also used a video of the event (including GoPro footage from the first book through the line) to kick off our new Tik Tok channel (see below)!
- **Grand Opening week:** We've been working with the Superior team to design and order items for Grand Opening Week, as well as coordinate media coverage for those celebrations.
- We created bus ads to highlight our Tutor.com subscription to boost usage.
- **Capital Campaign:** As of 9/21 we've raised \$353,663 in the crowdfunding portion of our Capital Campaign. We have less than \$150,000 left to reach our final crowdfunding goal.

Notable Media Mentions

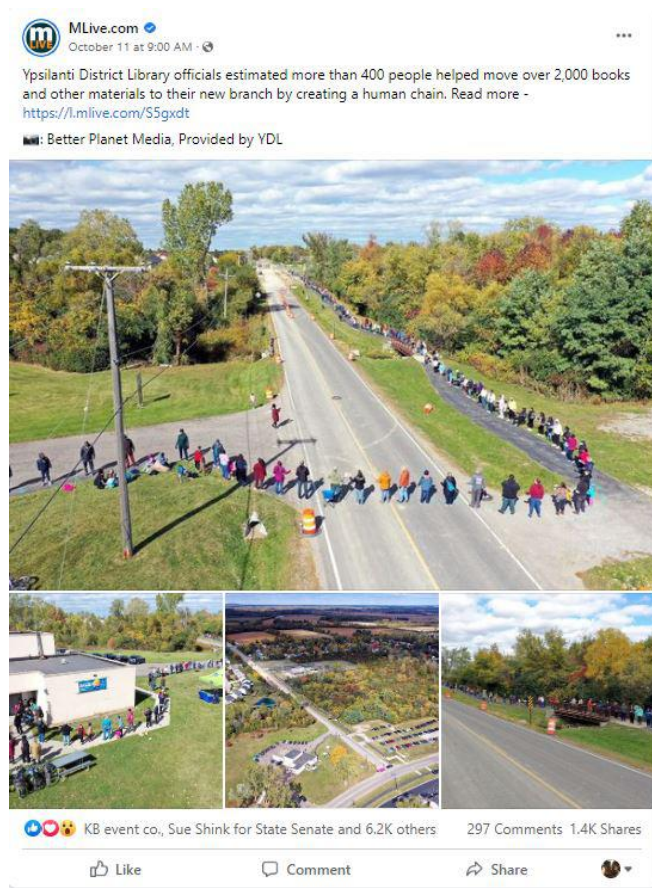
- The A2Y Chamber shared our announcement about the interactive ground mural at Superior.
- The Eastern Echo included some of our ypsiGLOW crafting events in their article on Halloween activities.
- EveryLibrary used the coverage of our Book Brigade in their latest email to their subscribers highlighting how communities unite around libraries.
- MLive covered our Book Brigade (both before and after) and our interactive mural at Superior. Their coverage with our Book Brigade aerial photos got significant social media traction (see below).
- The Detroit Free Press covered our Book Brigade with a great article, which included a photo of my daughter participating in the event!
- WEMU and The Eastern Echo also covered the Book Brigade ahead of the event.

Community Relations

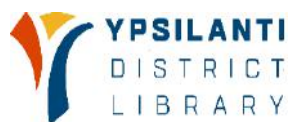
- Sam and Monica continue to attend Parkridge meetings and provide YDL updates. Meetings are resuming in person now.
- Sam attended the latest Engage@EMU meeting.
- Sam is serving on the Communications subcommittee for the Ypsilanti Bicentennial celebration, working with other community professionals to help spread the word about Bicentennial activities.

Notable Social Media activity

- We launched a Tik Tok channel this month with a few videos already posted. The plan is to post at least 2 videos a week highlighting different library departments, facilities, and resources. We're excited to keep the content coming!
- The MLive article about the Book Brigade got more than 6,200 likes on their Facebook page, along with almost 300 comments and more than 1,400 shares! Their page has more than 1M followers so it was a great audience to reach.
- Our own posts (3) sharing videos, articles, and news about the Book Brigade festivities reached a combined 3,700 people with 845 engagements and nearly 150 likes.
- We shared a funny meme about commas that reached over 1,100 people and had over 80 engagements, including 20 likes and 6 shares.
- The post we shared about the VegMichigan 30-day pledge to reduce meat consumption was seen by more than 5,300 people with more than 350 engagements.
- The Facebook post with images from the Leslie Science Center owl visit reached more than 1,800 people with more than 285 engagements.



Submitted by Sam Killian on October 21, 2022



Sam Killian <skillian@ypsilibrary.org>

Community unites around new Superior Township library with a human book chain

1 message

EveryLibrary <info@everylibrary.org>
To: Sam Killian <skillian@ypsilibrary.org>

Fri, Oct 14, 2022 at 1:29 PM



Sam --



At a time when books are dividing a growing number of communities in Michigan and beyond, they did just the opposite Saturday in Superior Township, where hundreds gathered together to form a human chain to fill the shelves of their new library.

CLICK TO SHARE ON [FACEBOOK](#) AND [TWITTER](#)

More than 200 volunteers showed up at the old library on MacArthur Boulevard to form a human chain to transfer the library's book collection to the newly constructed library building nearby. Many began lining up about 1:45 p.m. By 2:10 p.m., a book entitled "Pass It On" by author Marilyn Sadler was heading down the human chain with a GoPro camera attached. It was a special way to record the moment, suggested by youth librarian Nicole Russell. ([READ MORE](#))

Donations from people like you made this event possible!

We were proud to put donations to work on helping the Ypsilanti District Library with their November 2018 levy which allowed them to build this new library in Superior Township.

Donate Today

Donate today to keep library doors open across America

The November 2018 levy increased operational funding as well as financing to build the new library in Superior Township. Your donations specifically allowed EveryLibrary to provide pro-bono training on community engagement as well as a direct donation to support the Yes committee and training on winning campaigns and elections.

"We engaged EveryLibrary in our efforts so that we could do as much at the grassroots level as possible and get our community behind our efforts. I used the resources from EveryLibrary with the grassroots public committee that we put together, and they helped me engage my staff in the process and show them how to work with partners in the community to show them that our missions intersected, such that it was in their best interest to see our millage pass as well. Both of those things were successful." - Lisa Hoenig, Library Director

DONATE

Every \$1 we raise helps secure over \$1,600 in library funding.

Throughout the last 10 years we have supported hundreds of **library campaigns**, we have fought against **bad legislation**, pushed back as the **AFP spent tens of thousands** to keep a libraries from being built, and **fought against school library closures** across the country. Now, more than ever, we are engaged in highly politicized fights to save school libraries and public libraries **from book banners**. This isn't a Democrat or Republican issue. We are non-partisan and pro-library.

With support from people like you we have won many of these fights and, in fact, for every dollar we have spent on a campaign we have returned over \$1,600 in funding to libraries totaling over 2 billion dollars so far.

That means that a [\\$10 donation](#) helps secure over \$16,000 for libraries and a donation of just \$1 a month helps secure nearly \$20,000 a year!

For more about our history of success, you can read our latest [annual reports here](#).



EveryLibrary is a registered 501(c)4 organization (FEIN 46-1534149). We invite you to check up on us before donating by [finding out more about us on Guidestar](#), the most trusted guide to non-profits on the Internet.

EveryLibrary

<http://www.everylibrary.org/>



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WAYNE

Community unites around new Superior Township library, helps it move 1 book at a time

**Chandra Fleming**

Detroit Free Press

Published 6:09 a.m. ET Oct. 9, 2022 | Updated 8:54 a.m. ET Oct. 9, 2022

At a time when books are dividing a growing number of communities in Michigan and beyond, they did just the opposite Saturday in Superior Township, where hundreds gathered together to form a human chain to fill the shelves of their new library.

More than 200 volunteers showed up at the old library on MacArthur Boulevard to form a human chain to transfer the library's book collection to the newly constructed library building nearby. Many began lining up about 1:45 p.m. By 2:10 p.m., a book entitled "Pass It On" by author Marilyn Sadler was heading down the human chain with a GoPro camera attached. It was a special way to record the moment, suggested by youth librarian Nicole Russell.

"We attached a GoPro to the picture book 'Pass It On,' which is a story about the game telephone, where you start with one thing, it kind of changes to the end," Russell said.

"Which is where we are now, we're starting with this little bitty building, and we're moving to something much grander, much larger, and much more accessible to the people in our community."

"We'll be filming and people can say hello to the building, goodbye to the building, and just a greeting," she said. "Then we'll put it together as a montage for everybody to see."

On Nov. 14, the doors of Superior Township's new library will finally open after residents pushed roughly 15 years for a more spacious building chock full of amenities. And residents, including Corrie Root, 67, of Superior Township, are excited about their new 7,800-square-foot, built-from-the-ground-up library.

"I think it's wonderful," said Root, who took part in Saturday's book chain. "We have been waiting for the new library for quite some time. This has been lovely here in the fire station. But we need more space."

Neal Ruben: Michigan's missing historical signs are 'noticeable'

More: Tense rallies in Dearborn amid debate over LGBTQ books

Root only lives a couple of miles away, and she said she and her husband have made contributions to the new location. It was only right she came and showed support.

"We wanted to come and support the library," she said. "You know, we've made some contributions to the new branch and we wanted to make sure that everything was moved, and you want to be part of that."

Not only did residents come out to support the move but members from organizations like Second Baptist Church, a church based in Ypsilanti, came out as well.

"We partner with the organization because it's important to have our presence in the community," said church volunteer Jackie Hickmon. "And of course, we are strong advocates of reading."

Hickmon said the organization was drawn to the event's positivity.

"We hear so much negativity in the world today," she said. "To see a community of diverse individuals from diverse backgrounds come together, that's really what community is all about."

In 2006, Superior Township joined the Ypsilanti District Library group, and what was supposed to be a temporary stay in one of the rooms of a firehouse became an overstay in 2007. The library was too small and had only 4,000 books and a few desktop computers. Residents needed more, but delays from the Great Recession through the pandemic had put the project on hold — that is until recently.

The new location is almost 6,000 square feet bigger than the old location, providing space for new amenities such as bigger book collections, educational gardens, a new drive-up service for dropping off books, more computers, and a fan favorite: new meeting rooms.

"It's been a long time coming," said Mary Garboden, the public service administrator for YDL-Superior branch. "Everybody's super excited. We get questions all the time. 'When is it

opening?' 'Will you have this?' One of the features that people are the most excited about are the meeting rooms because our former location didn't have any space that was closed off."

Sam Killian, YDL community relations specialist, said that everyone is quite excited about this new move.

"Here we are in 2022 and we're finally kind of opening the new space that we had kind of intended to open for almost 15 years at this point," Killian said. "Obviously really excited about what this is going to bring to the neighborhoods over there. This means now in our service area, everybody in the district is going to be within a 10-minute drive of a full-service library and connected to all the resources that everybody needs here."

The Superior Library group was aiming to raise \$2 million for the new building, and with the help of fundraising and donations, they raised almost all of that but are \$100,000 short. They are currently still accepting donations.

The old location will return to its former duty, a space for the Superior Township Fire Department. A few miles away, the new library will open its doors six days a week. Hours of operation have yet to be announced.

A ribbon-cutting ceremony will take place 4 p.m. Nov. 14 for the community to come and celebrate the new library at 1900 N. Harris Road. Throughout the week, they will host events to bring in the new space. For a list of events, go to: www.ypsilibrary.org

Customer Services

Monthly report: October 2022

Circulation Stats

For the month of September, we checked out 40,287 items system wide.

Patrons downloaded 12,877 digital items.

We also issued 417 new library cards.

The Whittaker Road library had 46 curbside appointments.

Auto-Renewal/Fine Free

One way we will be tacking the effects of our new auto-renewal and fine free policies will be to track the number of library items that age to "lost" status. For instance, in the month of September 2021 we had 144 items age to "lost" status. In the month of September 2022, we only had 52 items age to "lost".

Staff News

We have hired a new part-time Customer Services clerk at Whittaker Road to fill the vacancy that became open due to Megan Watts becoming a full-time CS clerk at the new Superior library. Our new CS clerk is Patricia Harris, who will begin her employment at YDL the first of November.

Submitted by *John Connaghan* on October 18, 2022

Facilities Department

Board Report: October 2022

Facilities has been busy helping with the move to new Superior, along with all its usual duties. First helping with the book brigade, getting tables, chairs, boxes together for the event. Derek handling traffic control to help volunteers to get to the right area to help. Then, all the tables, chairs, and other items had to get back to the other branches.

Emptying the contents of the old Superior building, bringing it to new Superior. Taking down the shelving at old Superior. Some of it is listed on TLN for other libraries to pick up and use at their buildings. Facilities will bring some of it to Whittaker Road to be set up for the Friends of the Library.

Also, putting together the new book carts, and book return bins.



Drinking fountain project started at Michigan Ave. Associated Plumbing was called in the move drainage, and fresh water lines to accommodate the new fountains. After a lot of modifications, the first one is in on the main floor. The second one is on order, and will be installed in early November. Drywall work will be finished at the same time.

Enlighten has begun the outside lighting project at Michigan Ave. This project should be done by the end of the month.



Submitted by: Jim Reed

October 21, 2022

Michigan Avenue Board Report: October 2022

Programs

Shoshanna and Aaron worked with the League of Women Voters of Washtenaw County and the Ypsilanti Senior Center to hold a candidate forum for the Ypsilanti Mayoral and Ward 3 races. It was livestreamed on FB and had hundreds of watchers. We had two in-person author talks. One had modest attendance, the other had only 1 person show. Crafternoons is back to meeting in person also.

Pat held her book clubs and Read to Hugo this month, both of which are full. The ESL book club restarted after the summer hiatus. Maddy had her first family painting program and she had 38 people attend! She also conducted a Soar into Science preschool program about water and it was also a great success!

October is always our busiest month downtown as we start holding a multitude of ypsiGLOW workshops. Brian Steimel sponsored and assisted in the Glow Worm workshop. It was a glowing success. We also paid UniteSTEM, a local non-profit that works with kids on all kinds of STEM projects. The kits have been very challenging for a variety of reasons but we have had two workshops which were successful. We have 3 more workshops next week and then we'll be all ready to GLOW.

Halloween Downtown has received heavy support from the community. Spark East bought \$500 worth of candy. The Downtown Development Authority donated \$500 and YpsiReal donated \$1000. We are grateful for the support and we're going all out with glowing giveaways.

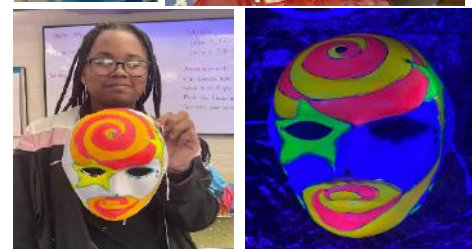
Building and IT

There is a sample of the new lights that will be installed in the youth area and they will make a DRAMATIC transformation when they are all installed! The plaza lighting project has started and there are big holes in the ground right now. Hopefully all will be ready for Halloween Downtown/YpsiGLOW. Our drinking fountain in youth has been out of commission for a long time. The upstairs drinking fountain also quit working. A new one was purchased with a water bottle filler. It required modifications by a plumber but it has been installed and the same drinking fountain will be installed downstairs. The Chromebooks from the grant are gradually getting more usage and people become familiar with them.

Staff

We welcome Kelly back from maternity leave. Last month we posted for Jerome's position, post-retirement. We received nearly 50 applications! It was serendipitous as Courtney Duke also abruptly resigned several weeks ago due to many personal stressors in her life. We've been very short-staffed for several weeks and nearly every day someone has had an emergency of one sort or another. However, by the time you see this we would have finished interviews for the two circ positions and there are very promising candidates. We also have interviewed for the youth parapro position at Mich Ave and Stephanie Poci-Morrison will be starting next week. She comes to us with a Bachelor's in Early Child/Human Development from Central MU, a Master's in Higher Ed from Valdosta, and is currently working on her MLS at Wayne State University. I have every confidence that Stephanie will be a huge asset.

Joy Cichewicz
October 21, 2022



Outreach Board Report - October 2022

The Outreach team now has six members:

- **Monica Porter, Head of Outreach Services**, started on August 15 and fully onboarded. I oversee the Bookmobile, school visits, community events, share resources about the library by doing community presentations, working with YCS, develop partnerships with community organizations and YDL departments to better serve the Ypsilanti community at large;
- **Kihlee Brenen, FT Outreach Paraprofessional** who drives the Bookmobile, assists with outreach events, and helps at customer service desks
- **Susana Adame-Goff, PT Paraprofessional** will start on October 31 and will be working with our older adult initiatives, including the Senior Advisory Board, LINGO Fitness, Books on Wheels, and other senior programming;
- **Kaitlyn Johnson, PT Outreach Youth Librarian** was onboarded on October 3 and will be assisting with school visits and presentations, Bookmobile story times, and building the K-8 book collection on the Bookmobile;
- **Ken MacGregor, PT Paraprofessional** who also drives the Bookmobile and assists with outreach events;
- **Kristin Stiger, FT Outreach Youth Librarian** who will be assisting with school visits and presentations, Bookmobile story times, building the Adult/Young Adult Bookmobile collection, and other outreach opportunities.

Bookmobile

- We are now accepting school visits and outreach event requests for the Bookmobile.

Partnerships

- **The Outreach Team, along with Youth Services, participated in the following partnerships:**
 - **Child Care Network**
 - Sharing the many programs and opportunities here at the library
 - Connecting the Bookmobile to child care centers for early literacy and storytimes
 - **WISD - Supporting the Early Head Start Program of Washtenaw County**
 - Providing library resources
 - Connecting them to the Bookmobile, presenting storytimes, and providing support to the Afghanistan refugee community
 - **YCS**
 - Organizing library visits for 2nd, 5th, 8th, and 10th grade students
 - Making the Student Success card available to those students who will be visiting the library
 - Bookmobile visits to classrooms

Outreach Events

- **Humane Society Huron Valley Teacher's Night**
- **Pull Up Turn Up community event sponsored by the West Willow Neighborhood Association**

Submitted by Monica Porter, October 18, 2022

Superior Board Report

October 2022

Events

- The Book Brigade was beyond a success! We estimated over 400 people moved over 2000 books. Thank you to the many trustees and their family members who pitched in with this event. We had perfect weather, great crowds, and plenty of enthusiasm. The event was covered by [MLive](#) & [Detroit Free Press](#). If you haven't yet seen the Tiktok made from GoPro footage of the first book being passed, [check it out here!](#)
- We are less than a month away from Grand Opening! The full lineup of the week's events can be found [here](#).



Construction & Pre-Opening

- We are eagerly awaiting the delivery of the Opening Day collection next week; books are coming from Baker & Taylor; DVDs will come from Midwest Tape. We have staff lined up each day, including staff helping from other departments, to unbox, check in, sort, and shelf these items.
- The building will soon be ready for our staff to move in. We anticipate that, starting with the opening day collection arrival, staff who are assigned to Superior can move in and get settled in the space.
- We are moving out supplies and the remaining collection from the old Superior location. We are offering up shelving and furniture to local libraries, schools, and non-profits.



Staffing:

- We filled the part-time youth paraprofessional role. Kallista Walker will join our staff next Wednesday, during the opening day collection unboxing. Kallista is well-known in Ypsilanti, having worked many years as a para-professional at Ypsilanti Community Schools and is the force behind [Our Community Reads](#), a community project showcasing positive stories for diverse audiences.
- We are conducting interviews for three part-time clerk positions. Our goal is to have them begin no later than November 7 so they can be trained and comfortable by Grand Opening week.

Sycamore Meadows Pop-ups:

Our final pop-up session on September 26 was cold and windy, but we saw 25 children and 7 adults. Over the course of the six-month series, we saw 283 children and 74 adults. We brought 10 partner organizations out to share information and services with families. We were able to reconnect with many library users and keep people informed about the progress of the new library. I'm immensely grateful to the YDL staff and our partners at Success by Six Great Start Collaborative for all of the hard work they did to make this happen.



Submitted by Mary Garboden,
October 18, 2022

Whittaker Road-Adult Services Board Report: October 2022

Here is a listing of October programs:

- Thursday AM Book Group
- Best/Worst/Forgotten Movies Series - The 1980s - Local Hero
- Google Docs for Beginners (Adult-Virtual)
- Microsoft Word – Basics
- Gmail-Basics
- Google Sheets for Beginners (Adult-Virtual)
- How to Host a Zoom Meeting (Adult-Virtual)
- Microsoft Excel – Basics
- Google Docs Tips & Tricks (Adult-Virtual)
- Microsoft PowerPoint – Basics
- Google Sheets Tips & Tricks (Adult-Virtual)
- Google Slides for Beginners (Adult-Virtual)
- Microsoft Excel – Intermediate
- Computer Basics - Getting Started
- Microsoft Word – Intermediate
- Microsoft Publisher – Basics
- Virtual African American Authors Book Discussion Group
- Virtual Mystery Lover's Book Group
- Microsoft Excel – Pivot Tables (Intermediate)
- Internet Basics - How to Search the Web
- Dear Reader: The Power and Meaning of Letters: Letters of Ideas
- The Beatles Forever Show Featuring M. L. Lieber
- Ballot Proposals & Election Process: What You Need to Know (LWV)
- Small Business Savvy: LARA the hidden gem for Michigan businesses
- Basic Computer Troubleshooting, With Tech Q&A
- Write for Change (Virtual Event): YpsiWrites Celebrates Three Years
- Native Plant Swap
- Spring-Flowering Bulbs with Master Gardener Carol Brodbeck
- VegMichigan Food Giveaway: 30 Day Pledge Event
- Google Calendar - Basics
- Third Thursday Craft Club: Printed Cards and Tags
- Write for Change: YpsiWrites Celebrates Three Years (In person)
- Small Business Savvy: Pitch Deck: An Underutilized multi-purpose tool

Program planning for the next programming season is nearly complete. We hope that patrons enjoy the programs we will be offering. Some highlights: an MLK Jr. Day Concert (the day before), AARP Tax Help, YpsiWrites and SCORE partnership programs, a couple of cooking demos that tie into LOT items, computer classes, movies, and a Black History Month Trivia contest.

Brigitte continues to teach Google-related classes at YDL-Michigan Avenue this month, using the new grant-funded Michigan Avenue Chromebooks. She will also teach the first Google-related class at YDL-Superior when the new facility opens. Robert will teach a class on YDL's Library Resources at the new YDL-Superior facility.

Robert, Sarah and I met to select items to order for our new Library of Things. We ordered duplicates of popular items for placement at YDL-Michigan Avenue and YDL-Superior, along with items suggested by patrons and staff. Items will be sent to both locations when processed/when both are ready to receive them. We look forward to having this collection dispersed throughout the YDL system for patron convenience. We are also talking with staff at the Tecumseh District Library to schedule a time for some of their staff to come to YDL to talk to us about our LOT collection. They would like to start one and are interested in how we made ours happen.

New Outreach staff have spent some time in the Whit AS department to see how things work in our department and one new Outreach staff member has been introduced to the ins and outs of the LOT collection. Paula also spent some time sharing collection development tips and tricks with new MA AS Librarian Aaron Smith. Robert Neal is part of the new YDL Tik Tok team, they had their first meeting recently.

Thanks to Whit AS staff who helped out during recent staffing challenges at YDL-Michigan Avenue due to unforeseen circumstances. New staff should be hired soon!

Available staff will be going over to YDL-Superior to help with unboxing and shelving the new materials collection the week of Oct 24th. We're looking forward to seeing their new collection and all of the changes inside and outside the building since the Staff Inservice day; most of us have not been out there since then.

Thanks to YDL for offering a Flu Shot Clinic this month; we appreciate the convenience of being able to get a flu shot at our workplace.

Submitted by Paula Drummond Oct 19, 2022

Whittaker Youth Services Board Report October 2022

Programs

Little Ones

- **Storytimes** 491 people attended 15 storytimes the first three weeks of the fall season. We offer 4 morning storytimes and 1 evening storytime each week for a variety of developmental levels.
- **Sensory Stations** Because we don't host Friday morning storytimes, once a month we create themed sensory stations for little ones and their parents that we set out on a Friday and Saturday morning. 51 people attended the first pair of programs Ulana designed about apples.
- **Owl Storytime** Psyche invited Leslie Science Center to do an owl storytime on a Saturday morning with a live owl! It was very popular, attended by 105 people.

Kids

- **After School Programs** On Tuesdays Liz hosts a graphic novel book group, on Wednesdays a community volunteer leads chess club, and on Thursdays we get out the Legos and WeDo coding kits. These are popular and attendance has averaged 21 people per session for 3 weeks.
- **Homeschool Meetup** Jaclyn offers an afternoon read aloud followed by STEM activities and movement for 6-9 year olds. About 30 people attend each week.
- **Grapevine Wreaths** 26 kids and parents made beautiful fall grapevine wreaths on a Saturday afternoon with dried flowers provided by Brightmoor Flower Farm.

Teens

- TAG is planning winter programs and working on the upcoming AnimeFest they'll host after hours with the Anime Club.
- Two programs TAG requested, College Application Resource Fair and a notetaking/organizational skills workshop were not well attended. However, the packets I put together with resources have been popular. They include QR codes to resource sites and an 826michigan college entrance essay writing guide teens can use at home and then get feedback from YpsiWrites.

Other Work

Art Cart Marlena's art cart currently has mask-making supplies that are very popular.

Book Displays Psyche created this month's monster bulletin board and book display. Ulana created themed displays for Halloween, Indigenous Peoples Day, and Hispanic Heritage Month. Liz created a teen display for LGBTQ History Month and has been highlighting the YALSA Teens Top Ten books.

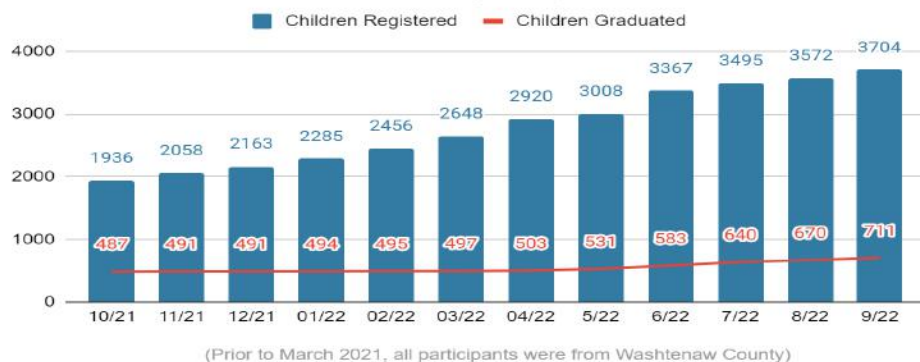
MLA Liz and Psyche have been preparing for the presentation they are giving at MLA this week about our Play and STEM kits. They will share the information internally soon so other YDL locations can learn how to create and maintain the kits.

Summer Challenge See the attached report for details about this year's participation.

TALK

- We have two webinars scheduled for Indiana libraries in the coming months. One will introduce the service and a second will help libraries kick off the service in their communities.
- Angie compiled data, including the graph below, for our IMLS interim report, due this month.
- We are working with MCLS to transition the form libraries use to sign up to something MCLS can use long term that collects the data they need before we start recruiting Indiana libraries.

Children Registered for and Graduated from TALK in Michigan
October 2021 through September 2022



Submitted by Jodi
Krahnke October
18, 2022



SUMMER CHALLENGE

2022 End of Summer Report



ACTIVITIES LOGGED



READ

21,563
Books

10,234
more read
badges
earned
than
2021



LEARN

392 Library
Event Codes

240
more learn
badges
earned
than
2021



EXPLORE

2,723 Explore
Challenges

1,671
more explore
badges
earned
than
2021



Participants uploaded many photos to show they completed Explore Challenges such as using a MAP pass. Click [here](#) to see a few of the highlights!

KICKOFF EVENT

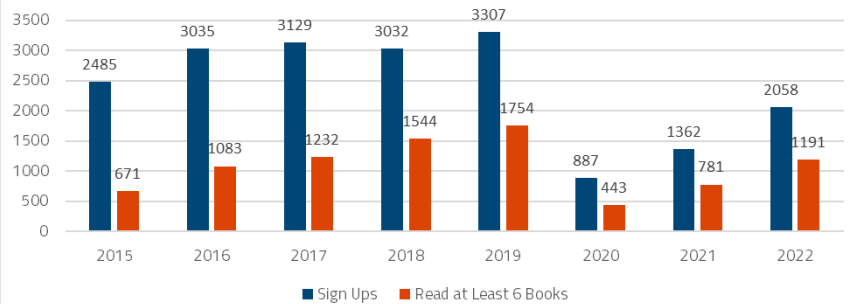
The Summer Challenge kicked off on June 11 with an inflatable obstacle course, games, and food in the YDL-Michigan Plaza.

The program ran through August 28, the day before public school students returned to class.

Although participation increased this year, fewer people participated than in pre-Covid.



Summer Challenge Participation Over 8 Years



2,058 people signed up
for the Summer Challenge

696 more
participants
than
2021

1,191 (58%) of
participants read at least 6

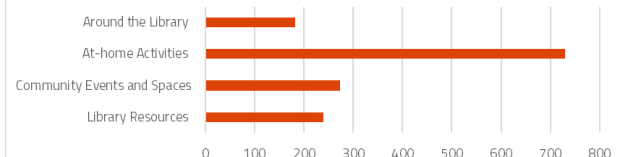
410 more
than in
2021

EXPLORING THE LIBRARY AND COMMUNITY

Participants earned badges by exploring library services such as the Library of Things and by completing independent learning challenges such as attending an outdoor concert, or finding a geocache box or a downtown fairy door.



Types of Explore Challenges Participants Completed





DONORS

Friends of the Ypsilanti District Library
Rutherford Pool
Aubree's Pizza
Taco Bell
Domino's Pizza
Black Stone Bookstore
Go! Ice Cream
Ypsilanti Running Company
Golden Rhino Games
ModelCave
Unicorn Feed & Supply
Twisted Willow
Puffer Reds
Scrap Box
Ann Arbor Hands-On Museum
Work and Play Café
Wiard's Orchard
Stone and Spoon
Decode Detroit
Target
Meijer
Destruction Depot
Bobcat Bonnie's
Common Source Acupuncture
Bridge Community Café
World of Rocks
EMU Football
Planet Rock
Launch
Detroit Tigers

PRIZES

18 Grand prize baskets filled with items donated by local businesses

55 Taco Bell and Domino's gift cards for kids and teens who completed at least 6 Explore Challenges

100 Tickets to a Tigers game for participants who completed the Play Ball Explore Challenge

214 YDL bamboo utensil sets for adults who logged at least 6 books

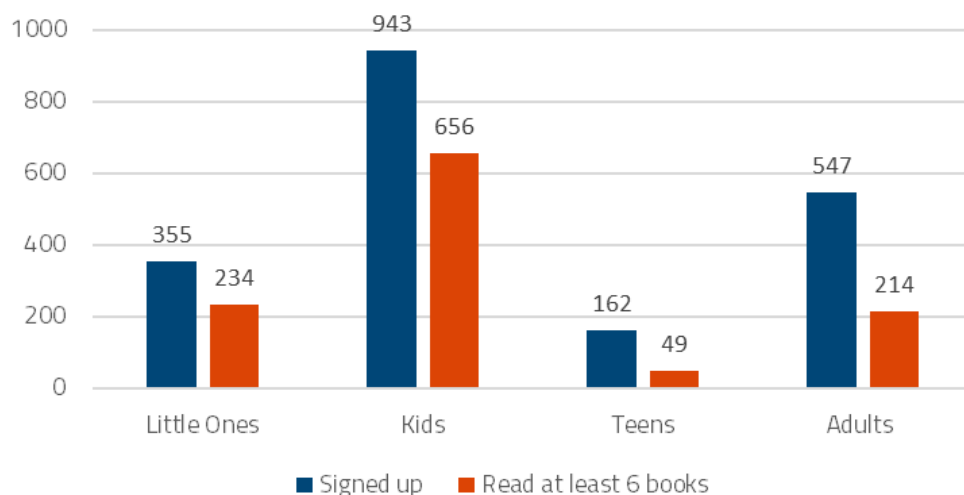
939 Books and Aubree's coupons for kids and teens who logged at least 6 books

1112 Day passes to Rutherford Pool for kids and teens who signed up



25 likes
kbrar1203 Thank you @ypsilibrary for the tickets to tonight's Tiger's game!! We love the summer reading program! It's a million degrees and sunny, but we're so excited to watch some live baseball.

Sign Ups and 6 Book Prizes by Age Group



SUMMER CHALLENGE CHAMPIONS AND OUTREACH



9 Summer Challenge Champion sites

27 Staff visits to camps

40 Kids participated in the Summer Challenge as part of Sycamore Meadows popup visits

348 Prize books distributed at camps

314 STEM kits from EMU distributed

867 Kids heard a read aloud at a camp

LEARNING WITH THE LIBRARY

270 programs were offered for participants to earn a Learn Badge, including 54 storytimes. People could learn everything from STEM and computer applications to cooking and gardening.



Old Business

To: YDL Board of Trustees
From: Lisa Hoenig, Library Director
Date: 10/26/2022
Re: Follow-up on steel cost escalation

At the July meeting we discussed offering the structural steel contractor for the Superior project an additional payment of \$16,000. The text of my July memo is below, and the letter O'Neal presented to the contractor is attached.

O'Neal recently shared that B&A came back with a counter offer of \$25,000. The Building Committee approved making a final offer of \$20,000. O'Neal has not had a response to this yet, but we hope to have one by the time of our meeting. If B&A accepts, I will bring a resolution to the meeting authorizing a \$20,000 payment to B&A Steel for your approval.

**

As I have shared, the structural steel contractor on the Superior building project has requested a significant increase in payment over their original bid due to the "unprecedented" escalation in steel costs. On 7/19 the Superior Building Committee and I met with Will Gordon and Matt Ratzow from O'Neal and architect Dan Whisler to review the situation and strategize a way forward.

I am attaching a summary of emails to provide everyone with additional background information. This is a complex situation, but essentially the contractor could decide to litigate, and though O'Neal is confident they would win, in the end legal costs could exceed what we might pay in a settlement. So far the contractor has made no move to do so, they have only made a request.

We believe the contractor has some culpability here, but appreciate that they did not hold the project hostage. At the close of the 7/19 meeting, the committee felt offering a payment between \$16,000-\$20,000 as a good will gesture would be reasonable. I will draft a statement of explanation proposing this offer and bring it to our meeting after running it by O'Neal and Dan. We can make any adjustments to the statement the Board wishes.

If the contractor accepts the offer, I will request a motion to approve the payment at a future Board meeting.

3 August 2022

Mr. Al Wriston
B&A Structural Steel LLC
50775 Richard W. Blvd.
Chesterfield, MI 48051

Dear Mr. Wriston:

The Ypsilanti District Library and O'Neal Construction have discussed your request for additional payment over and above the stated bid amount to provide structural steel for the new Superior Branch Library.

The Library Board of Trustees is committed to being fiscally responsible with public funds. YDL is a non-profit, and over 90% of Library revenue comes from local tax dollars collected to support library services. To build the new branch, YDL launched a capital campaign to raise an additional \$2 million that we did not have – and we haven't quite reached the goal yet. Given all of this, it is difficult to justify paying more than the bid amount that was accepted with a bid bond in place.

We understand that steel costs escalated from the time you were awarded the project and the time you secured the steel. However, your firm has culpability in this situation which must be accounted for, including:

- At bid time and at subcontract award you did not identify any market risks with steel costs.
- B&A Steel took a risk in a very volatile market by not purchasing all the steel right away, prior to pricing increases.
- O'Neal Construction was not advised of the cost escalation until after the steel was purchased.
- B&A Steel has struggled to provide sufficient documentation to substantiate your base bid amount.

The Library Director and project Architect found documentation on steel costs (attached) which shows that the steel cost from April to November increased by 40.5%. Your request suggested an 80% material increase. If all materials had been ordered in June, according to this finding there would have been a 20% increase, or approximately \$16,000.

We appreciate that you provided the steel when it was needed so the project could move forward. As a good will gesture we will offer a payment of \$16,000. Given your bid bond and the lack of documentation, this is more than reasonable. Please let us know if you accept this offer to close this request.

Sincerely,

Kay Williams
YDL Board Treasurer
Building Committee

Brian Steimel
YDL Board Secretary
Building Committee

Lisa Hoenig
Library Director

New Business

To: YDL Board of Trustees
From: Lisa Hoenig, Library Director
Date: 10/20/2022
Re: Review of FY2023 draft budget

Accompanying this memo is a draft budget for the 2023 fiscal year, and a detailed explanation of the proposed expenditures. The Board Finance Committee met on 10/20 to review a draft they recommended. The version presented here has one small change: the Campbell contract amount for Superior was ascertained and increased.

One of my goals was to determine a good base amount for our operating expenditures. With the construction project wrapping up and the compensation study findings in hand, 2023 will really be our first year with a healthy, "normal" budget. Moving forward I want to put money aside each year for capital projects that arise, but needed a mechanism for determining how much.

Both strategic plan consultants we have worked with have done benchmarking studies for YDL. The Ivy Group helped us identify the Willard Library in Battle Creek as a very close peer library. ReThinking Libraries' 2019 benchmarking assessment (attached) provides a "Total Expenditures per Capita" column for the various groups of libraries it includes. YDL's 2019 figure was \$48 per capita. Willard's was \$66, and the average of all cohorts presented was \$63. I told Jim Carey I wanted to shoot for spending \$65 per capita and see where we landed.

Service population $88,021 \times \$65 = \$5,721,365$. With Jim's estimated revenues, using this figure for expenditures allows us to put almost \$500,000 back into fund balance for future capital needs. Jim and I both felt very satisfied with the result of this strategy, and the Finance Committee concurred.

The Budget Detail Planning document has some red notes and yellow highlighting for a few things still in flux. Jim hasn't finalized the collection budget expenditures between accounts yet. The overall collection budget will be set at approximately 10% of expenditures.

Some final notes:

- I want to replace the sidewalk at Whittaker in 2023; its poor condition is becoming a safety issue. Estimated cost: \$171,000.
- Our Ford Flex needs additional repairs that would cost more than twice its worth. It is time to look for a replacement vehicle. :(
- We need to decide whether or not to reactivate our collection agency activity with Unique Management Services. It's been suspended since Covid, and our fine free status changed the overall landscape. John Connaghan and I agree that we would get much less return for our money than in the past, but it's a complicated decision.

As written, this budget would return \$484,667 to the fund balance.

- 59 Similar Libraries across 4 separate cohort averages: Michigan, Midwest, National, & Aspirational(Library Journal-Star Libraries)
- All libraries are in the same population range of YDL
- Comparison Analysis done across a variety of metric areas
- All data is from the most recently available IMLS 2019 PLS Dataset which is also the last year not impacted by COVID19 disruptions

Library Name	City	Central Library	Branches	Book Mobiles	Legal Service Population	Total Expend / Capita	Visits	Visits / Capita	Print Material Expenditures	Other Material Expenditures	Total Physical Material Expenditure	Physical Material Exp \$ / Capita	Physical Material Exp \$ / Circulation	Electronic Material Expenditures	Total Collection Expenditures	Other Expenses	Total Operation Expenditures	Physical Materials Circulation	Phy Circulation / Capita	Total Print Volumes	Physical Audio Items	Physical Video Items	Total Physical Items	Total Physical Items / Capita
YPSILANTI DISTRICT LIBRARY	YPSILANTI	1	2	1	82,974	\$ 48	391,784	4.7	\$ 177,465	\$ 92,855	\$ 270,320	\$ 3.3	\$ 0.51	\$ 125,932	\$ 396,252	\$ 984,285	\$ 4,002,554	\$ 532,753	6.4	211,787	16,823	27,840	256,450	3.1
Michigan Cohort				0%	82,541	\$ 50	365,313	4.5	\$ 263,844	\$ 90,417	\$ 354,261	\$ 4.3	\$ 0.7	\$ 160,245	\$ 514,506	\$ 1,192,360	\$ 4,182,733	\$ 693,702	8.6	160,658	15,311	22,317	198,286	2.4
Midwest Cohort				27%	82,162	\$ 51	311,246	3.8	\$ 212,367	\$ 90,330	\$ 302,698	\$ 3.7	\$ 0.6	\$ 142,064	\$ 444,762	\$ 837,548	\$ 4,232,779	\$ 570,134	7.0	173,014	14,464	19,983	207,461	2.5
Rest of the US Cohort				33%	83,461	\$ 39	328,277	3.9	\$ 168,372	\$ 48,321	\$ 216,693	\$ 2.6	\$ 0.5	\$ 91,956	\$ 302,518	\$ 526,102	\$ 3,256,685	\$ 552,101	6.6	150,954	10,710	16,438	178,101	2.2
Aspirational Cohort (LJ Star Libraries)				31%	88,603	\$ 110	848,101	10	\$ 518,250	\$ 219,245	\$ 737,496	\$ 8.9	\$ 0.5	\$ 439,480	\$ 1,176,976	\$ 1,887,299	\$ 9,137,018	\$ 1,941,993	22.1	286,322	33,056	44,390	363,768	4.7
Average of Cohorts				23%	84,192	\$ 63	463,234	5.5	\$ 290,709	\$ 112,078	\$ 402,787	\$ 4.9	\$ 0.6	\$ 208,436	\$ 609,691	\$ 1,110,827	\$ 5,202,304	\$ 939,483	11.1	192,737	18,385	25,782	236,904	2.9

State	Library Name	City	Central Library	Branches	Book Mobiles	Legal Service Population	Total Expend / Capita
MI	DEARBORN PUBLIC LIBRARY	DEARBORN	1	2	0	98,153	\$ 67
MI	LIVONIA PUBLIC LIBRARY	LIVONIA	1	3	0	96,942	\$ 34
MI	CANTON PUBLIC LIBRARY	CANTON	1	0	0	90,173	\$ 73
MI	FARMINGTON COMMUNITY LIBRARY	FARMINGTON HILL	1	1	0	90,112	\$ 72
MI	WILLARD PUBLIC LIBRARY	BATTLE CREEK	1	1	0	89,779	\$ 66
MI	WILLIAM P. FAUST PUBLIC LIBRARY OF WESTLAND	WESTLAND	1	0	0	84,094	\$ 34
MI	TROY PUBLIC LIBRARY	TROY	1	0	0	80,980	\$ 51
MI	GRACE A. DOW MEMORIAL LIBRARY	MIDLAND	1	0	0	76,707	\$ 53
MI	SOUTHFIELD PUBLIC LIBRARY	SOUTHFIELD	1	0	0	75,814	\$ 74
MI	SHELBY TOWNSHIP LIBRARY	SHELBY TOWNSHIP	1	0	0	73,804	\$ 14
MI	TRENTON VETERANS MEMORIAL LIBRARY	TRENTON	1	0	0	72,726	\$ 12
MI	WATERFORD TOWNSHIP PUBLIC LIBRARY	WATERFORD	1	0	0	71,997	\$ 28
MI	WEST BLOOMFIELD TOWNSHIP PUBLIC LIBRARY	WEST BLOOMFIELD	1	1	0	71,755	\$ 67
IL	WAUKEGAN PUBLIC LIBRARY	WAUKEGAN	1	1	0	89,078	\$ 49
IL	PALATINE PUBLIC LIBRARY DISTRICT	PALATINE	1	2	0	88,983	\$ 75
MN	DULUTH PUBLIC LIBRARY	DULUTH	1	2	0	87,213	\$ 60
WI	L.E. PHILLIPS MEMORIAL PUBLIC LIBRARY	EAU CLAIRE	1	0	0	86,183	\$ 53
IL	CICERO PUBLIC LIBRARY	CICERO	1	0	0	83,891	\$ 25
IA	IOWA CITY PUBLIC LIBRARY	IOWA CITY	1	0	1	82,791	\$ 77
IA	SIOUX CITY PUBLIC LIBRARY	SIOUX CITY	1	2	0	82,684	\$ 40
IN	HAMMOND PUBLIC LIBRARY	HAMMOND	1	0	0	80,830	\$ 45
IA	COUNCIL BLUFFS PUBLIC LIBRARY	COUNCIL BLUFFS	1	0	0	80,764	\$ 30
KY	BULLITT COUNTY LIBRARY DISTRICT	SHEPHERDSVILLE	1	3	0	80,284	\$ 60
WI	OSHKOSH PUBLIC LIBRARY	OSHKOSH	1	0	0	79,668	\$ 44
OH	PORTSMOUTH PUBLIC LIBRARY	PORTSMOUTH	1	4	1	79,499	\$ 44
WI	HEDBERG PUBLIC LIBRARY	JANESVILLE	1	1	0	77,530	\$ 44
IL	BLOOMINGTON PUBLIC LIBRARY	BLOOMINGTON	1	0	1	76,610	\$ 69
IN	BARTHOLOMEW COUNTY PUBLIC LIBRARY	COLUMBUS	1	1	1	76,418	\$ 50

State	Library Name	City	Central Library	Branches	Book Mobiles	Legal Service Population	Total Expend / Capita
CT	DANBURY PUBLIC LIBRARY	DANBURY	1	0	0	84,730	\$ 22
PA	JAMES V BROWN LIBRARY	WILLIAMSPORT	1	0	2	84,702	\$ 26
TX	NEW BRAUNFELS PUBLIC LIBRARY	NEW BRAUNFELS	1	1	1	84,612	\$ 28
NC	LINCOLN COUNTY PUBLIC LIBRARY	LINCOLNTON	1	2	0	84,608	\$ 19
MT	IMAGINEIF KALISPELL	KALISPELL	1	3	0	84,571	\$ 30
NJ	CLIFTON PUBLIC LIBRARY	CLIFTON	1	1	0	84,136	\$ 41
VA	BLUE RIDGE REGIONAL LIBRARY	MARTINSVILLE	1	4	1	84,115	\$ 21
AR	FAYETTEVILLE PUBLIC LIBRARY	FAYETTEVILLE	1	0	0	83,826	\$ 67
NC	CALDWELL COUNTY PUBLIC LIBRARY	LENOIR	1	2	0	83,576	\$ 14
CA	BUENA PARK LIBRARY DISTRICT	BUENA PARK	1	0	0	83,384	\$ 44
NY	SACHEM PUBLIC LIBRARY	HOLBROOK	1	0	0	83,196	\$ 115
CA	MOUNTAIN VIEW PUBLIC LIBRARY	MOUNTAIN VIEW	1	0	1	81,992	\$ 69
PA	CLEVE J. FREDRICKSEN LIBRARY	CAMP HILL	1	1	0	81,763	\$ 21
NY	WILLIAM K SANFORD TOWN LIBRARY	LOUDONVILLE	1	0	0	81,591	\$ 34
PA	NORTHLAND PUBLIC LIBRARY AUTHORITY	PITTSBURGH	1	0	0	81,118	\$ 35
OR	EUGENE PUBLIC LIBRARY	EUGENE	1	2	0	169,697	\$ 83
MI	ANN ARBOR DISTRICT LIBRARY	ANN ARBOR	1	4	0	163,590	\$ 96
IL	NAPERVILLE PUBLIC LIBRARY	NAPERVILLE	1	2	0	141,853	\$ 105
CO	BOULDER PUBLIC LIBRARY	BOULDER	1	4	0	106,456	\$ 85
VA	WILLIAMSBURG REGIONAL LIBRARY	WILLIAMSBURG	1	1	4	89,044	\$ 81
CA	NEWPORT BEACH PUBLIC LIBRARY	NEWPORT BEACH	1	2	0	87,180	\$ 103
AL	HOOVER PUBLIC LIBRARY	HOOVER	1	0	0	84,920	\$ 85
IN	CARMEL CLAY PUBLIC LIBRARY	CARMEL	1	1	1	83,293	\$ 75
IL	CHAMPAIGN PUBLIC LIBRARY	CHAMPAIGN	1	1	0	81,055	\$ 92
NY	GREATER Poughkeepsie Library District	POUGHKEEPSIE	1	1	0	75,135	\$ 97
OH	WORTHINGTON PUBLIC LIBRARY	WORTHINGTON	0	3	0	59,689	\$ 176
OH	CLEVELAND HEIGHTS-UNIVERSITY HEIGHTS	CLEVELAND HTS.	0	4	0	57,867	\$ 164
OH	WASHINGTON-CENTERVILLE PUBLIC LIBRARY	CENTERVILLE	1	1	0	56,628	\$ 128
IL	SAINT CHARLES PUBLIC LIBRARY DISTRICT	SAINT CHARLES	1	0	0	55,092	\$ 142
IL	MOUNT PROSPECT PUBLIC LIBRARY	MOUNT PROSPECT	1	1	0	54,167	\$ 167
OH	LAKEWOOD PUBLIC LIBRARY	LAKEWOOD	1	1	0	51,983	\$ 81

Library Name	Legal Service Population	Total Expend / Capita	Visits	Visits / Capita	Visit / Open Hour	Total Operation Expenditures	Total Open Hours (All Locations)	Reference Queries	Registered Borrowers	Total Public PCs	Total PC Sessions	Total WiFi Sessions
YPSILANTI DISTRICT LIBRARY	82,974	\$ 48	391,784	4.7	42	\$ 4,002,554	9,256	117,342	41,885	112	113,705	31,205
Michigan Cohort	82,541	\$ 50	365,313	4.5	80	\$ 4,182,733	4,541	77,602.3	37,901	89	83,500	98,515
Midwest Cohort	82,162	\$ 51	311,246	3.8	63	\$ 4,232,779	5,893	45,066.8	37,030	73	47,912	292,558
Rest of the US Cohort	83,461	\$ 39	328,277	3.9	80	\$ 3,256,685	5,297	52,494.1	44,131	50	53,473	77,944
Aspirational Cohort (LJ Star Libraries)	88,603	\$ 110	848,101	10	100	\$ 9,137,018	8,670	137,918.9	72,565	132	123,320	716,410
Average of Cohorts	84,192	\$ 63	463,234	5.5	81	\$ 5,202,304	6,100	78,270.5	47,907	86	77,051	296,357

- YDL's funding is about average but well below Aspirational/LJ Star Library level
- Visits are about on par with all cohorts but Aspirational level
- Visits per Open hour are lower than average but that is driven by the total open hours being high with 3 locations
- Expenditures per total open hour (though not shown in the table) are well below other averages indicating that YDL is efficient in delivering more hours and locations to users.
- Reference Inquiries are much higher than average and near Aspirational levels.
- Total PCs and PC Sessions are well above most averages and near Aspirational cohort levels
- Wi-Fi sessions are lower but there is such variation in how Wi-Fi sessions are counted this metric should be taken with a larger grain of salt than normal, but it might be worth exploring further.

**YDL BUDGET DETAIL SHEET
FY 2022/23**

Department 100: Administrative

Account # 100.702.000 Salaries and Wages

This account includes the salaries of YDL employees whose work supports the library system as a whole, rather than a specific location: Director, Assistant Director, Information Technology staff, Facilities Manager, Building Monitors, Business Office Manager, Receptionist, Community Relations Coordinator, Communications Intern, and Capital Campaign Coordinator, as well as the Acquisitions Department.

I plan to transition the part-time temporary Capital Campaign Coordinator position to full-time permanent Development Director.

Account # 100.702.100 Professional/Accounting

This budget provides for the services of YDL's part-time Accountant.

Account # 100.702.150 Bank Fees

Whenever the Library accepts online credit card payments, it is charged regular service fees. This account covers the cost of those fees plus other small charges, ex. NSF check fees from our banks or the purchase of checks. I have budgeted extra for two things:

- We may want to sign up for positive pay for our checking accounts. This would be a monthly charge from BOAA and/or 5/3.
- We will be adding back in the Elavon account for Superior, which has been dormant since Covid.

Account # 100.702.900 Salary Subs

Substitute staff members are paid from this account. I encourage the regular use of subs to provide more flexibility in scheduling and to keep our substitutes' skills sharp. We are increasing the substitute pay rate because we have been unable to attract new subs.

Account # 100.705.000 Recognition Awards

This account covers the cost of Years of Service pins, small TEAM drawing prizes, and volunteer recognition gifts. We also use this fund to host a modest annual appreciation event for Volunteers and Friends during National Library Week. (Hopefully we will be able to bring this back in 2023.)

Account # 100.710.000 Paychex Payroll Service

Payroll processing services are paid from this budget, including production of year-end W-2s.

**YDL BUDGET DETAIL SHEET
FY 2022/23**

Account # 100.715.000 Employer Payroll Tax

FICA payroll taxes for all YDL employees are paid from this account. FICA equals 7.65% of wages.

Account # 100.715.100 ACA Fees

This service processes the ACA paperwork required by the IRS for large employers. We use the BASIC Elevate ACA plan. The fee is calculated at an annual rate per insurance-eligible employee.

Account # 100.718.000 Employee Retirement Funding

The Library's 5% contribution to eligible employees' MERS retirement accounts are funded by this line item.

Account # 100.719.000 FSA Administration Fees

The Library offers a Flexible Spending Account program for interested employees. Staff can opt to contribute money from their earnings. This account covers the cost of the fees to implement this plan. Fees are based on the number of employees who participate. 2021 was the fourth year we have offered the plan. In 2020 16 employees took advantage of the plan, 17 employees in 2021, but only 11 in 2022. I have budgeted for 16 this year since we have new staff who may take advantage.

Account # 100.727.000 Office Supplies

This account funds supplies such as copy paper, toner, pens, labels, ear buds, flash drives, envelopes, library cards and other office items as needed. Also found here are certain items for materials processing and repair such as book tape and disc repair supplies, meeting supplies such as paper products or name tags, donor wall plaques, business cards, and other miscellaneous needs.

Revenue collected from public printing via computers or copiers, and from the purchase of ear buds or flash drives, is deposited into this account to help offset the costs of those services.

Account # 100.727.200 Supplies-Facility

Funds from this account are used to purchase supplies for cleaning YDL facilities and stocking the restrooms. Toilet tissue, paper towels, soap, trash bags, disinfectant, air freshener, cleaners, and vacuum bags are examples of the items we buy. The account also pays for repair and maintenance supplies such as light bulbs, tools and miscellaneous hardware. Although not glamorous, these are all much-needed supplies we cannot operate without.

**YDL BUDGET DETAIL SHEET
FY 2022/23**

We have added many disinfectant products, wipes, and other products to our supply list in light of Covid. New Superior will require more facilities supplies than we needed at the old branch.

Account # 100.752.000 MML/Building Insurance

We make one lump sum payment each year to the Michigan Municipal League Liability and Property Pool. Coverages include property, comprehensive crime coverage, general liability, public officials liability, personal injury and advertising, and auto insurance. This amount includes the addition of new Superior.

Account # 100.753.000 MML/Workers Comp

The Michigan Municipal League also provides our Worker's Compensation coverage on a July-June contract year. We make quarterly payments; in addition, a final settlement each year may be either a bill or a credit.

Account # 100.754.000 Health Insurance

This budget represents the 80% of Blue Care Network health insurance premiums the Library pays for eligible employees. The quote for the upcoming year increases the premium by a whopping 10.38%. Our fiscal year includes one month at the old rate and 11 months of coverage at the renewal rate.

Account # 100.756.000 Delta Dental

The Library pays 100% of eligible employees' dental insurance premiums. The 2023 renewal is up 0.51% from last year's costs.

Account # 100.757.000 Employee Assistance Program

When we switched providers for our Life and Disability insurance coverage in 2021, we became eligible for a free Employee Assistance Program for all staff through the new insurer. This account has a budget of zero.

Account # 100.758.000 Life Insurance

The Library pays 100% of life insurance premiums for all full-time staff. Union members are covered to \$60,000; non-union employees to \$40,000. In 2020 we switched from Lincoln Financial Group to National Insurance Services (NIS) with a group purchasing discount through the Michigan Library Association.

**YDL BUDGET DETAIL SHEET
FY 2022/23**

Account # 100.759.000 Vision Service Plan

The Library pays 100% of VSP vision premiums for full-time employees. This insurance plan's rates will hold steady this year.

Account # 100.762.000 STD/LTD (Disability Insurance)

Full-time employees receive short-term and long-term disability benefits paid by the Library. NIS is the current provider for STD/LTD. Benefits were expanded during this year's union negotiations.

Account # 100.769.000 Printing and Publishing

Professional printing of promotional materials is funded through this account. Printing for the newsletter has increased substantially with the increased cost of newsprint. We believe at least \$5,000 of printing costs for *The Loop* will be paid for by the Friends of the Library this year. Estimated needs for 2023:

Bookmobile schedules	\$700.00
Learning Never Gets Old brochures	\$2,000.00
Summer reading flyers for schools/Interrupters	\$650.00
Banners	\$500.00
Business cards	\$300.00
Annual report	\$750.00
Other brochures (exhibit? Outreach?)	\$1,000.00
Printing for <i>The Loop</i>	\$13,000.00
Contingency**	\$2,000.00
Total	\$20,900.00

**We will need to reprint many standard items to change the Superior address and hours.

Account # 100.769.050 Classified Advertising

This account covers the cost of our Budget hearing notice and any jobs we might want to advertise in paid listings. It is nice to also do some targeted advertising on AAATA buses and on Facebook, both fairly inexpensive yet effective advertising routes.

Account # 100.774.050 Digital Collections

This line includes subscriptions to platforms allowing patrons to access eBooks, eAudiobooks, digital magazines, streaming movies, TV shows, etc. Digital collections are the fastest growing and most heavily used products offered by YDL.

Acquisitions recommends a budget of \$270,000 to purchase more duplicate copies and reduce wait times.

**YDL BUDGET DETAIL SHEET
FY 2022/23**

Account # 100.774.100 Databases

eResources are available 24-7 from home computers and smart phones with a valid YDL card and include educational products such Tutor.com for students, Ancestry Library Edition for genealogical research, Consumer Reports for product evaluations, and more. Not included here are subscription products for staff use and databases provided through MEL.

Would like to bump to \$40,000 if funds available.

Account # 100.774.800 System Wide DVDs

This centralized selection effort is designed to streamline the purchasing process. It allows one designated librarian to purchase multiple copies of bestselling movies and TV shows for all locations in order to decrease wait times for popular items.

Taking this account to zero. Borrowing has largely gone to digital and duplicates not as vital.

Account # 100.774.900 All Materials Processing

All Materials Processing is managed by the Acquisitions Department and includes the materials, products, and supplies required for making materials shelf-ready, including Colibri covers, DVD locking cases, spine labels, audiobook sleeves, glue repair strips, magazine covers, and barcodes. Expenses incurred directly and those billed through vendors with established processing guidelines are included here.

Library of Things processing has increased the need here. Acquisitions suggests a budget of \$35,000.

Account # 100.774.950 Play Kits

Play Kits were originally funded with money from an annual appeal. This collection of early literacy tools is now an integral service and was given its own budget line in 2019.

Youth would like to increase this to \$5,000.

Account # 100.774.975 Library of Things

Launched in 2019, this collection consists of items that are useful, but cost prohibitive, needed infrequently, or that patrons might like to sample before purchasing themselves. YDL's collection already includes magnifiers, kits for seniors, puzzles, and ukuleles. In 2020 we grew the collection further to include such items as cake pans, telescopes, additional musical instruments, and board games. Mobile hotspots are part of the collection, and require \$2,640 to cover annual service fees, currently \$165/year per hotspot (we have 22).

LOT collection is very popular. Would like to increase budget to \$13,000-\$15,000 if possible.

**YDL BUDGET DETAIL SHEET
FY 2022/23**

Account # 100.801.000 Major Events

Funds large special events that attract patrons from across the district. In 2023 we plan to host an exhibit.

2023 exhibit	\$4,300.00
Exhibit-related programming	\$3,000.00
EDI-related programming	\$1,000.00
Paper shredding event (1/2 paid by Washtenaw County)	\$325.00
Summer Reading contingency	\$3,000.00
Washtenaw Reads	\$3,000.00
Book tie-in purchases for exhibits and Family Read	\$600.00
Family Read programming/author visit	\$2,000.00
Total	\$17,225.00

ELIMINATE AND MOVE FUNDS Account # 100.801.500 Learning Never Gets Old

LNGO was originally funded with money from an annual appeal. Its programs are designed for people aged 55+.

This year we'd like to increase the overall budget to \$5,000 and spread the money out to departments with new accounts in each department as follows:

- \$3,000 for Outreach – for programs done virtually, offsite, and Whittaker
- \$1,250 for Michigan Avenue – for programs onsite there
- \$750 for Superior – for programs yet to be determined, but similar offerings as in-person programs at the other locations.

Account # 100.802.000 Mileage/Travel Reimbursement

This account reimburses staff for mileage driving their personal vehicles to workshops, meetings, or between YDL facilities. It also pays for travel expenses if an employee's travel to a conference is approved for payment by YDL. Less travel is anticipated since Covid brought more virtual training opportunities, but ALA annual is in Chicago in June 2023 and we'd like to send some staff.

Account # 100.804.000 Workshops/Training

Professional development keeps our staff educated and on top of trends. It typically covers registrations for webinars, workshops, and conferences, lunches at events, and sometimes our In-Service Day speakers. Covid increased the number of virtual events available, and staff have been taking advantage. The ALA Annual Conference is again scheduled for Chicago in June, see above. We also purchase professional development collection items with this budget, including a subscription to Homeless Library Training webinars (\$899). I would like to keep this budget at \$4,500.

**YDL BUDGET DETAIL SHEET
FY 2022/23**

Account # 100.805.000 Memberships & Dues

The Library maintains the following institutional memberships:

Michigan Library Association.....	\$2,067.00
Ann Arbor/Ypsilanti Chamber of Commerce.....	\$375.00
Michigan Municipal League.....	\$200.00
Midwest Collaborative for Library Services.....	\$250.00
Freedom to Read Foundation	\$100.00
Sam's Club	\$45.00
Downtown Association of Ypsilanti.....	\$45.00
Historical Society of Michigan	\$65.00
Genealogical Soc. Of Washtenaw County.....	\$10.00
Total.....	\$3,157.00

Regarding professional development, the YDL Employee Handbook says:

“Availability of funds to cover professional development activities may vary from fiscal year to fiscal year. Funds may be available as follows: The Library will pay for regular membership in the Michigan Library Association or the American Library Association for all regular full- and part-time staff.”

In addition, YDL encourages its Board of Trustees to participate in the Michigan Library Association, and will pay for a Trustee membership for any interested member of the Board.

With virtual conference and workshop opportunities, many staff have taken advantage and joined professional associations. Since we have more staff now, I would like to budget \$3,500 for employee and trustee memberships in 2023.

A budget of \$6,750 should cover these expenses.

Account # 100.806.000 TALK Grant Expenditures

At the request of our Auditors, TALK grant revenues and expenses are shown. We created this account to help differentiate spending on publicity and professional services for TALK from Library spending. It will be used to pay all expenditures for TALK except salaries. The TALK grant period wraps up in August 2023.

Account # 100.810.000 Capital Outlay – Buildings

This account helps cover the cost of larger maintenance needs to our buildings. Examples of past expenditures include parking lot repair, major tree trimming, and bed bug treatments.

Account # 100.810.100 Capital Outlay – Improvements

We would still like to investigate installing signage at our 20 bookmobile stops. We know what needs to be done. Assuming we can get approvals, this should cost about \$2,400.

**YDL BUDGET DETAIL SHEET
FY 2022/23**

NEW Account # 100.811.100 Capital Outlay – Technology

I would like to add an account in this area for Capital Outlay – Automation/Technology. In this account I would put a \$120,000 placeholder for a new Integrated Library System (ILS). This system would replace Sirsi Dynix once in place.

Account # 100.812.000 Capital Outlay – Furnishings

This account pays for replacements when chairs or other furniture breaks. I recommend a budget of \$5,000 for 2023.

Account # 100.850.000 Automation – Technology

Photocopier leases (\$2,372.95/month).....	\$28,475.40
Software support.....	\$20,000.00
Hardware support	\$16,000.00
IT training.....	\$2,500.00
Cell phone charges	\$5,500.00
Special projects: Firewall replacement (via TLN).....	\$6,500.00
Special projects: additional self-check kiosk for Whittaker.....	\$10,000.00
Special projects: Memory preservation station	\$15,000.00
Equipment maintenance/repair	\$15,000.00
<u>Scheduled equipment replacement.....</u>	<u>\$20,420.00</u>
Total.....	\$139,395.40

Account # 100.850.100 Telecommunications

This account reflects the amount we pay to TLN for Internet circuit costs, minus our federal e-rate rebate. TLN began a new 3-year telecommunications contract in July 2021. We are upgrading to a larger circuit at new Superior, but the pro-rated cost increase for this will be modest.

Account # 100.850.200 SirsiDynix

This account covers payment to SirsiDynix for our Integrated Library System (ILS). The ILS includes all modules necessary to maintain our database of items, borrowers, and transactions, as well as the mobile app and Hoopla connector. We will move to a new ILS in 2023 but need this in place until our migration.

**YDL BUDGET DETAIL SHEET
FY 2022/23**

Account # 100.850.500 Software Subscriptions

This account covers subscriptions for specialty software used by staff.

Vendor	Item Description	Unit Cost	Total Cost
Baker & Taylor	Title Source 360	\$2,635	\$2,635
Springshare	LibStaffer scheduling software	\$915	\$915
Survey Monkey	Annual subscription	\$306	\$306
Donor Tools	Annual subscription	\$390	\$390
Systems Technology Group, Inc.	READsquared annual subscription	\$2,100	\$2,100
JitBit (hosted)	Help Desk software	\$2,250	\$2,250
Rocketgenius, Inc.	Gravity Forms plug-in for website	\$59	\$59
Gravity View	Gravity View plug-in for website	\$159	\$159
Tyler Technologies	Fund Balance accounting software	\$1,878	\$1,878
MailChimp	Email newsletter tool	\$59.50/month	\$714
Airtable Pro	Database platform; paid subscription for fundraising portion	\$720	\$720
Communico for Libraries	Program registrations/ rooms/ adding Broadcast	\$14,000	\$14,000
Go Daddy	Domain licenses and certifications renewing in 2022 (varies each year)	\$400	\$400
Zoho Assist	Remote desktop software	\$37.50/month	\$450
Zoom	Virtual meetings and webinars tool	\$1,400	\$1,400
Zoho	For management Chromebooks, etc.	\$1,076	\$1,076
OCLC -- EZ Proxy (hosted)	Database proxy tool	\$4,200	\$4,200
Freepik	Tool for summer reading badge creation	\$80	\$80
Interactive Sciences	Wowbrary widget for website book display	\$790	\$790
Calendly	Online appointment scheduling tool	\$10/month	\$120
Unique Management Services	Curbside Communicator	\$90/month	\$1,080
TOTAL			\$35,722

**YDL BUDGET DETAIL SHEET
FY 2022/23**

Account # 100.890.000 The Library Network

This account covers our annual fee for TLN delivery. We receive all of our MeLCat requests via this delivery service, which comes 4 times/week. For the past several years, the cost has been \$699 per weekly stop. Costs go up with the price of gas, so we increased to \$4,500 with the last budget amendment.

Account # 100.928.000 Postage

This account pays for all postage-related costs YDL incurs, including:

- Lease of a postage machine (currently \$237/quarter)
- Postage applied via the machine
- Regular stamps for annual appeal, thank you letters, etc.
- A UPS deposit account for shipping, funded as needed
- Postage for *The Loop* (approximately \$3,900 per quarterly mailing)

Account # 100.965.000 Auditing Service

Our contract with Clark, Schaefer, Hackett for next year specifies a fee of \$8,325.

Account # 100.975.000 Legal Services

This account holds contingency funds for any legal services the Library may require during the course of the year. Past years' needs have included response to a Civil Rights complaint, personnel issues, policies, FOIA and LPA questions. We also pay the construction attorney from this account for review of capital improvements contracts.

Account # 100.975.500 Legal Services – Negotiations

2023 is not a negotiations year, so this budget is zero.

Account # 100.980.000 Professional/Contractual

This allocation reflects expenditures paid to contracted vendors.

Vendor	Item Description	Unit Cost	Total Cost
OCLC, Inc.	Cataloging support	\$6,000	\$6,000
My Favorite Plant Co.	Care of plants	\$128/month	\$1,536
Cal Munson	Piano Tuning	3 times/year @ \$140	\$420
SWANK Movie Licensing USA	Movie license	\$2,225	\$2,225
Q+M	<i>The Loop</i> design	4 issues @ \$3,200	\$12,800

**YDL BUDGET DETAIL SHEET
FY 2022/23**

Element One	Compensation plan annual update	\$2,600	\$2,600
TLN	Serials ACQ mgmt.	\$2,000	\$2,000
TOTAL			\$27,581

Account # 100.980.500 Branding Costs

We use this account to purchase small brand swag items and summer reading t-shirts for staff.

Account # 100.981.500 Lost Book Expense

Three things are covered by this account:

- Patrons who do not return YDL items are reported to Unique Management Services for collections. We pay Unique monthly; the amount varies by the number of active accounts. We did not pay Unique during Covid and now that we are fine free we may drop them. This would reduce the budget dramatically.
- If patrons pay for lost items which are later found and returned, we reimburse them.
- If patrons fail to return items borrowed through MeLCat, we pay the lending libraries for replacements.

We probably need a year or so to determine how being fine free will impact this budget.

Account # 100.982.000 MTT Charge Back City

Account # 100.983.000 MTT Charge Back TWP

Account # 100.983.100 MTT Charge Back Superior TWP

The impact Michigan Tax Tribunal decisions may have on the Library's finances is always difficult to predict. Accountant Jim Carey provides an estimate for each of our municipalities based on past trends and current events.

**YDL BUDGET DETAIL SHEET
FY 2022/23**

Department 200: Michigan Ave.

Account # 200.702.000 Salaries

This account includes the salaries of the Michigan Avenue Manager, Librarians, Para-Professionals and Clerks. It also includes 60% of one full-time Custodian's salary.

Also includes engaging a 12 hour/week library school student intern to help staff manage Lunch and Listen over the summer for roughly \$2,200.

Account # 200.702.800 Salaries – Pages

Hourly Pages who work at Michigan Avenue are paid from this account. Michigan's minimum wage increases to \$12/hour in February.

Account # 200.771.000 Adult Books

Used for all reference and circulating print titles added to the Michigan Avenue adult collection, including nonfiction, fiction, mystery, and other genres.

Recommendation from ACQ: \$22,100.

Account # 200.772.000 Youth Books

Used for all print titles added to the Michigan Avenue youth and young adult collections, including nonfiction, fiction, graphic novels, series, board books, etc.

Recommendation from ACQ: \$15,200.

Account # 200.776.000 Periodicals – Adult

Used for all magazine, journal, and newspaper subscriptions for the Michigan Avenue adult collection, including direct orders and those managed through the vendor.

Account # 200.776.050 Periodicals – Youth

Used for all magazine and review subscriptions for the Michigan Avenue youth and young adult collections, including direct orders and those managed through the vendor.

Account # 200.778.000 Adult Audio Visual

Adult AV includes DVDs, audiobooks, and musical CDs for the Michigan Avenue adult collection. Movies with extensive wait lists are also supplemented through the All-System DVD budget. Streaming services are budgeted for in Digital Collections.

Recommendation: \$4,000.

**YDL BUDGET DETAIL SHEET
FY 2022/23**

Account # 200.779.000 Youth Audio Visual

Youth AV includes DVDs, audiobooks, and musical CDs for the Michigan Avenue youth and young adult collections.

Recommendation from ACQ: \$2,050.

NEW Account # 200.801.500 Learning Never Gets Old

LNGO was originally funded with money from an annual appeal. Its programs are designed for people aged 55+. The past two years this program has been supplemented with generous donations.

This year we'd like to increase the overall budget to \$5,000 and spread the money out to departments with new accounts in each department as follows:

- \$3,000 for Outreach – for programs done virtually, offsite, and Whittaker
- \$1,250 for Michigan Avenue – for programs onsite there
- \$750 for Superior – for programs yet to be determined, but similar offerings as in-person programs at the other locations.

Account # 200.802.200 Parking Fees

This account pays for employee parking downtown. We will have one additional staff member coming on board, so will need to increase from 12 to 13 passes.

Account # 200.810.000 Capital Outlay – Buildings

In 2019 we budgeted to make improvements to Library Plaza, but the concrete vendor did not come through to replace the “river” in the pavement. We will try again in 2023.

After-hours pick-up lockers.....	\$19,000.00
Concrete projects approved in 2019.....	\$10,000.00
Total:.....	\$29,000.00

Account # 200.812.000 Capital Outlay – Furnishing

This year we would like to reupholster the last 6 chairs upstairs that haven't yet been done. In 2021 we did 4 similar chairs for a total of \$3,400.

Account # 200.840.000 Repair & Maintenance – Building

This account covers repairs and maintenance to the Michigan Avenue building and equipment. It includes everything from electrical and plumbing work to elevator maintenance, carpet cleaning and trash collection. It also covers bed bug inspection services (\$600/quarter).

**YDL BUDGET DETAIL SHEET
FY 2022/23**

Account # 200.840.025 Campbell Maintenance Contract

This account pays for the Library's annual HVAC maintenance contract for Michigan Avenue.

Account # 200.840.050 Snow Removal/Lawn Care

All outdoor maintenance is included in this account, primarily snow removal and lawn care bills. A contingency is included for mulch, spring clean-up and miscellaneous grounds maintenance needs.

We will be going out for bid for landscaping this year, and may beef up what we require. Snow removal is covered through 11/14/23.

Account # 200.900.000 Programs – Adult

This account covers all speaker fees, supplies, and refreshments for adult programs presented by Michigan Avenue. I would like to budget \$3,000 this year.

Account # 200.901.000 Programs – Youth

This account covers all speaker fees, supplies, and refreshments for youth programs presented by Michigan Avenue. This includes craft supplies and book giveaways. The Friends of the Library very generously purchase summer reading prizes and supplement all YDL programming budgets. I would like to budget \$2,500 this year.

Account # 200.940.000 Phone

In 2022 we were forced to eliminate POTS lines to our buildings. We also renegotiated our phone plan, so should be paying less moving forward. Previously this calculation was based on the number of lines to the building; now we calculate percentages by the number of phones at each location.

Account # 200.943.000 Natural Gas

This account pays for the natural gas used at Michigan Avenue. We switched to Constellation Energy as our natural gas supplier in the summer of 2019, which helped us realize some savings. Rates for natural gas are currently higher than they have been in over a decade. Accountant Jim Carey analyzed current rates and consumption to arrive at approximations for 2023.

Account # 200.947.000 DTE – Electric

This account pays for electricity used at Michigan Avenue. Accountant Jim Carey analyzed current rates and consumption to arrive at approximations for 2023.

**YDL BUDGET DETAIL SHEET
FY 2022/23**

Account # 200.949.000 Ypsilanti Comm Utilities Auth

The City of Ypsilanti currently charges a 68% surcharge on water bills, so the Michigan Avenue water bill is hefty. Accountant Jim Carey analyzed current rates and consumption to arrive at approximations for 2023.

**YDL BUDGET DETAIL SHEET
FY 2022/23**

Department 300: Outreach/Bookmobile

Account # 300.702.000 Salaries

In the past this account included the salaries of YDL's two Para-Professional Bookmobile drivers and 28% of the Outreach Manager's salary. This year it transitions to paying the entire Outreach Department.

Account # 300.775.000 Library Materials

All materials purchased for the bookmobile collection are combined together, including books, magazines, and DVDs.

Recommendation: Hold budget steady.

NEW Account # 300.801.500 Learning Never Gets Old

LNGO was originally funded with money from an annual appeal. Its programs are designed for people aged 55+. The past two years this program has been supplemented with generous donations.

This year we'd like to increase the overall budget to \$5,000 and spread the money out to departments with new accounts in each department as follows:

- \$3,000 for Outreach – for programs done virtually, offsite, and Whittaker
- \$1,250 for Michigan Avenue – for programs onsite there
- \$750 for Superior – for programs yet to be determined, but similar offerings as in-person programs at the other locations.

Account # 300.840.000 Repair & Maintenance

This account pays for regular maintenance and repairs to YDL's vehicles. The bookmobile is now on a regular preventative maintenance schedule, including engine oil changes, generator oil changes, and brush block replacement. The Flex is also on a maintenance schedule.

Account # 300.943.000 Fuel

Fuel for library vehicles is paid from this budget line. The bookmobile uses diesel. Assuming gas prices stay fairly stable, we have estimated \$5,886 for this account in hopes we will be back to school visiting at some point this year.

**YDL BUDGET DETAIL SHEET
FY 2022/23**

Department 400: Outreach/Superior Township

Account # 400.702.000 Salaries

In the past, this account included all Outreach Department salaries that were not included in the Bookmobile salaries account. It also included 15% of one full-time Custodian's salary and 5% of a part-time Custodian. When the new Superior Library opens, it will include all staffing planned to support the new facility.

NEW Account # 200.702.800 Salaries – Pages

Hourly Pages who work at Superior are paid from this account. Michigan's minimum wage increases to \$12/hour in February.

Account # 400.775.000 Library Materials

Eliminate this line and replace with new (below!).

NEW Account # 400.771.000 Adult Books

Used for all reference and circulating print titles added to the Whittaker Road adult collection, including nonfiction, fiction, mystery, and other genres.

Recommend: \$10,000

NEW Account # 400.772.000 Youth Books

Used for all print titles added to the Whittaker Road youth and young adult collections, including nonfiction, fiction, graphic novels, series, board books, etc.

Recommended: \$8,000.

NEW Account # 400.776.000 Periodicals **PLEASE CHECK THIS ACCT # – NOT JUST FOR ADULT.**

Used for all magazine and newspaper subscriptions for the Superior collection.

Recommended: \$500.

NEW Account # 400.778.000 Audio Visual **PLEASE CHECK THIS ACCT # – NOT JUST FOR ADULT.**

All AV for the Superior collection. Streaming services are budgeted for in Digital Collections.

Recommended: \$1,000.

**YDL BUDGET DETAIL SHEET
FY 2022/23**

NEW Account # 400.801.500 Learning Never Gets Old

LNGO was originally funded with money from an annual appeal. Its programs are designed for people aged 55+. The past two years this program has been supplemented with generous donations.

This year we'd like to increase the overall budget to \$5,000 and spread the money out to departments with new accounts in each department as follows:

- \$3,000 for Outreach – for programs done virtually, offsite, and Whittaker
- \$1,250 for Michigan Avenue – for programs onsite there
- \$750 for Superior – for programs yet to be determined, but similar offerings as in-person programs at the other locations.

Account # 400.840.000 Repair & Maintenance

This account covers repairs and maintenance to the Superior Township facility, equipment and furnishings. Hopefully not too much maintenance needed in the new building in year one!

NEW Account # 400.840.025 Campbell Maintenance Contract

This account pays for the Library's annual HVAC maintenance contract for Superior. **Shouldn't be much, as everything is warranted, but they will come change filters, etc. Contract amount to be established very soon.**

Account # 400.840.050 Snow Removal & Lawn Care

Snow removal contract for new Superior = \$10,000 for November 1, 2022-April 1, 2023.

We will be going out for bid for landscaping this year. We will want to beef this up as the landscaping at the new building is lovely and I want to keep it that way!

Account # 400.900.000 Programs – Adult

This account covers all speaker fees, supplies, and refreshments for adult and family programs presented by Superior staff, with the exception of Learning Never Gets Old. The Friends of the Library very generously supplement all YDL programming budgets. We are applying for a grant that would cover all Superior programming for the calendar year for 2023, but we won't know whether we're getting it until sometime in December.

Account # 400.901.000 Programs – Youth

This account covers all fees for performers, supplies, and refreshments for youth programs and special events presented by the Outreach Department. This includes craft supplies and book giveaways. The Friends of the Library very generously purchase summer reading prizes and

**YDL BUDGET DETAIL SHEET
FY 2022/23**

supplement all YDL programming budgets. When new Superior opens we will adjust this budget. We are applying for a grant that would cover all Superior programming for the calendar year for 2023, but we won't know whether we're getting it until sometime in December.

Account # 400.940.000 Phone

In 2022 we were forced to eliminate POTS lines to our buildings. We also renegotiated our phone plan, so should be paying less moving forward. Previously this calculation was based on the number of lines to the building; now we calculate percentages by the number of phones at each location.

Account # 400.943.000 Natural Gas

Accountant Jim Carey analyzed current rates and consumption to arrive at approximations for 2023 in the new building.

Account # 400.947.000 Electric

Accountant Jim Carey analyzed current rates and consumption to arrive at approximations for 2023 in the new building. 46kW Solar array should help!

Account # 400.949.000 Superior Township Utilities Department

Accountant Jim Carey analyzed current rates and consumption to arrive at approximations for 2023 in the new building.

**YDL BUDGET DETAIL SHEET
FY 2022/23**

Department 500: Whittaker Road

Account # 500.702.000 Salaries

This account includes all Whittaker Youth Services, Adult Services, and Customer Services department salaries. It also includes the remaining hours of the Facilities Services department not allocated elsewhere.

We will once again hire two 12 hour/week library school student interns to help staff manage Lunch and Listen for roughly \$4,400.

Account # 500.702.800 Salaries – Pages

All hourly Pages who work at Whittaker Road are paid from this account. Michigan's minimum wage increases to \$12/hour in February.

Account # 500.771.000 Adult Books

Used for all reference and circulating print titles added to the Whittaker Road adult collection, including nonfiction, fiction, mystery, and other genres.

Recommendation from ACQ: \$41,400

Account # 500.772.000 Youth Books

Used for all print titles added to the Whittaker Road youth and young adult collections, including nonfiction, fiction, graphic novels, series, board books, etc.

Recommendation from ACQ: \$30,000

Account # 500.776.000 Periodicals – Adult

Used for all magazine, journal, and newspaper subscriptions for the Whittaker Road adult collection, including direct orders and those managed through the vendor.

Hold steady

Account # 500.776.050 Periodicals – Youth

Used for all magazine and review subscriptions for the Whittaker Road youth and young adult collections, including direct orders and those managed through the vendor.

Hold steady

**YDL BUDGET DETAIL SHEET
FY 2022/23**

Account # 500.778.000 Adult Audio Visual

Adult AV includes DVDs, audiobooks, and musical CDs for the Whittaker Road adult collection. Streaming services are budgeted for in Digital Collections.

Recommendation: \$10,000

Account # 500.779.000 Youth Audio Visual

Youth AV includes DVDs, audiobooks, and musical CDs for the Whittaker Road youth and young adult collections.

Recommendation: \$3,000

Account # 500.810.000 Capital Outlay – Buildings

Whittaker projects we'd like to tackle this year:

Additional floor drain in boiler room	\$10,245.00
Replacement drinking fountains	\$6,000.00
Upgrade stack lighting to LED	\$14,000.00
Replace/upgrade pendant lighting	\$9,000.00
Blinds for Acquisitions/Outreach area	\$12,000.00
Replace Youth wooden chairs (20)	\$8,000.00
Total.....	\$59,245.00

Account # 500.840.000 Repair & Maintenance – Building

This account covers repairs and maintenance to the Whittaker Road building, equipment and furnishings. It includes everything from electrical and plumbing work to elevator maintenance, carpet cleaning and trash collection.

Account # 500.840.025 Campbell Maintenance Contract

This account pays for the Library's annual HVAC maintenance contract for Whittaker Road.

Account # 500.840.050 Snow Removal/Lawn Care

All outdoor maintenance is included in this account. It is primarily snow removal and lawn care bills, but also includes control of phragmites and maintenance of the sprinkler system at Whittaker Road. Because the need for outdoor maintenance is largely determined by the weather, costs are difficult to predict – we make an estimate based on past experience.

We will be going out for bid for landscaping this year. Would like to request some additional services. Snow removal is covered through 11/14/23.

**YDL BUDGET DETAIL SHEET
FY 2022/23**

Account # 500.900.000 Programs – Adult

This account covers all speaker fees, supplies, and refreshments for adult programs presented by the Adult Services department at Whittaker Road, and the Friends of the Library very generously supplement it.

Hold steady.

Account # 500.901.000 Programs – Youth

This account covers all fees for performers, supplies, and refreshments for youth programs presented by the Youth Services department at Whittaker Road. This includes craft supplies and book giveaways. The Friends of the Library very generously purchase summer reading prizes and supplement all YDL programming budgets.

Recommendation: \$13,000

Account # 500.903.000 Equipment Maintenance

This account provides a contingency for maintenance or replacement of office equipment or materials processing equipment. Past examples have included the book covering machine, disc repair machine, and check signing machine. In 2018/19 we replaced the oven in the kitchen adjoining the Community Room and expanded the donor wall.

Account # 500.940.000 Phone

In 2022 we were forced to eliminate POTS lines to our buildings. We also renegotiated our phone plan, so should be paying less moving forward. Previously this calculation was based on the number of lines to the building; now we calculate percentages by the number of phones at each location.

Account # 500.943.000 Natural Gas

This account pays for the natural gas used at Whittaker Road. Accountant Jim Carey analyzed current rates and consumption to arrive at approximations for 2023.

Account # 500.947.000 DTE – Electric

This account pays for electricity used at Whittaker Road. Accountant Jim Carey analyzed current rates and consumption to arrive at approximations for 2023.

Account # 500.949.000 Ypsilanti Comm Utilities Auth

This account pays for water used at Whittaker Road. Accountant Jim Carey analyzed current rates and consumption to arrive at approximations for 2023.

PROPOSED
YPSILANTI DISTRICT LIBRARY
General Fund Budget Summary
For the Fiscal Year Ending November 30, 2023

Revenue

Superior Township Tax Levy	1,066,617
City Tax Levy	928,809
Ypsilanti Township Tax Levy	3,869,999
State of Michigan PPT reimbursement	77,000
State Aid Direct	45,084
State Aid Indirect	45,084
State of Michian TALK Grant	35,000
Fines/Misc.	6,000
Smart Cards - Printing & Copies	20,000
Penal Fines County	83,000
Rental Income-community room	2,500
Donations/Misc.	2,500
Donations/Memorials	600
Interest/Checking	950
Interest/Savings	6,500
Dividend Revenue	6,000
Dividend Revenue Endowment	8,000
Transfer to/from Improvement Fund	-484,667
Sale of Assets	0

Total Revenue **5,718,976**

EXPENDITURES by Department

Dept 100 Administrative	2,883,155
Dept 200 Michigan Ave	693,045
Dept 300 Outreach Services- Bookmobile	224,231
Dept 400 Outreach Services - Superior Township	614,135
Dept 500 Whittaker Road	1,304,410

Total Expenditures **5,718,976**

EXPENDITURES by Category	Category as % of 2022-2023	
		Expense
Salaries and Benefits	3,852,080	67.4%
Public Utilities	219,484	3.8%
Repairs and Maintenance	176,105	3.1%
Materials	573,977	10.0%
Technology	332,008	5.8%
Other	565,322	9.9%
Total Expenditures	5,718,976	100.0%

Net Revenue Over (Under) Expenses **0**

Proposed Budget FY 2022-23

ACCT #	ACCOUNT NAME	FY 2018-2019 ACTUAL	FY 2019-2020 ACTUAL	FY 2020-2021 ACTUAL	Original Adopted FY 2021-22 Budget	Adopted Budget amendment FY 2021-22	Proposed Budget FY 2022-23
Revenue							
403.000	Superior Township Tax Levy	896,999	885,210	939,410	965,929	965,929	1,066,617
425.000	City of Ypsilanti Tax Levy	808,325	836,671	866,352	883,587	883,587	928,809
440.000	Ypsilanti Township Tax Levy	3,283,915	3,486,095	3,653,122	3,701,210	3,701,210	3,869,999
425.075	PPT reimbursement	18,247	16,119	22,407	16,000	16,000	12,000
441.000	Renaissance Zone Reimb	39,574	66,633	68,165	65,000	65,000	65,000
443.000	State Aid Direct	32,932	32,931	35,678	38,148	38,148	45,084
447.000	State Aid Indirect	33,574	33,497	36,286	38,148	38,148	45,084
500.600	IMLS TALK	23,853	30,629	47,787	32,000	42,000	35,000
657.000	Fines/Misc.	60,633	22,485	7,187	9,000	6,000	6,000
657.100	Smart Cards - Printing & Copi	36,686	11,776	8,765	7,500	7,500	20,000
657.600	Guest Pass	1,417	429	263	500	375	0
661.000	Penal Fines County	111,395	84,478	113,205	108,500	108,500	83,000
662.000	Coffee shop rent	1,296	0	0	0	0	0
662.100	Community room rentals	1,850	575	0	2,500	2,500	2,500
679.000	Donations/Misc.	1,152	1,063	1,360	2,500	2,500	2,500
681.000	Donations Designated	18,850	5,100	0	0		
681.080	Donations/Memorials	2,629	4,555	7,170	600	600	600
687.000	Interest/Checking	3,233	1,037	457	500	500	950
687.010	Interest/Savings	15,331	6,175	5,226	3,500	3,500	6,500
687.070	Interest/Yates Memorial	1	0	0	0	0	
688.000	Interest/Endowment	0	0	6,227	0	0	
689.000	Dividends	5,741	4,219	4,312	4,000	4,000	6,000
690.000	Dividend Revenue Endwmnt	6,771	7,220	9,045	9,500	9,500	8,000
691.000	CARES ACT Credit	0	0	6,400	0	0	0
	Transfer from Improvement Fund	0	0	0			
	Transfer from Fund Balance	(1,480,896)	(1,499,486)	(1,866,449)	(1,047,073)	(919,357)	(484,667)
	Sale of Assets	0	0	0	0	0	
Total Revenue		3,923,508	4,037,411	3,972,375	4,841,549	4,976,140	5,718,976

Proposed Budget FY 2022-23

ACCT #	ACCOUNT NAME	FY 2018-2019 ACTUAL	FY 2019-2020 ACTUAL	FY 2020-2021 ACTUAL	Original Adopted FY 2021-22 Budget	Adopted Budget amendment FY 2021-22	Proposed Budget FY 2022-23
Expenditures							
Dept 100 Administrative							
702.000	Salary Wages	625,703	657,068	685,029	740,549	755,549	879,973
702.100	Professional/Accounting	6,500	5,080	7,445	7,500	7,500	9,000
702.150	Bank Fees	5,829	3,176	1,888	6,840	6,840	8,040
702.900	Salary/Subs	16,427	3,327	1,571	15,600	15,600	15,600
705.000	Recognition Awards	687	336	804	750	750	750
710.000	Paychex Payroll Service	12,366	11,166	12,115	12,720	12,720	14,820
715.000	Employer FICA	144,670	144,791	148,792	176,339	178,940	218,154
715.100	ACA Taxes Paid by employer	247	295	331	420	420	740
718.000	MERS Defined Contribution	91,373	90,691	91,780	99,780	105,893	128,350
719.000	FSA Admin Fees	691	707	729	853	853	758
727.000	Office Supplies	28,789	26,412	24,088	32,400	32,400	32,400
727.050	CARES act Exp		95	6,305	0	0	0
727.200	Supplies-Facility	19,577	13,820	12,957	23,700	23,700	31,900
752.000	MML/Building Insurance	61,476	64,450	66,589	69,253	72,240	78,986
753.000	MML/Workers Comp	9,756	7,204	9,744	12,074	12,074	10,875
754.000	Health Insurance	371,049	361,059	394,266	429,938	429,938	470,886
756.000	Dental Insurance	36,153	34,311	34,322	35,882	35,882	36,383
757.000	Employee Assistance Program	974	579	0	0	0	0
758.000	Life Insurance	4,036	3,969	4,316	4,212	4,212	4,183
759.000	Vision Service Plan	8,811	8,856	9,074	9,253	9,253	8,963
762.000	STD/LTD	12,076	11,403	10,594	10,027	13,027	14,235
769.000	Printing & Publishing	5,427	12,840	18,325	19,000	19,000	20,900
769.050	Classified Advertising	993	460	432	1,000	1,000	1,000
774.050	Digital Collections	31,726	175,379	209,154	263,950	263,950	272,025
774.100	Data Bases	93,136	21,988	24,948	30,000	30,000	33,666
774.800	System Wide DVDs	5,182	2,959	493	2,000	2,000	0
774.900	All Materials Processing	25,838	15,899	21,270	21,000	21,000	30,496
774.950	Play Kits	3,602	1,447	2,590	3,000	3,000	4,438
774.975	Library of Things	0	0	2,876	8,000	8,000	12,517
801.000	Major Events	10,978	6,768	2,805	15,925	15,925	17,225
801.500	Learning Never Gets Old	1,962	2,246	1,999	3,000	3,000	0
802.000	Mileage/Travel Reimbursement	2,883	289	775	5,000	6,200	5,000
804.000	Workshops/Training	3,916	4,148	2,422	5,330	5,330	4,500
805.000	Memberships & Dues	5,436	5,675	5,685	6,350	6,350	6,750
806.000	IMLS Talk Grant Expenses	12,625	24,342	23,383	14,938	59,028	35,000
810.000	Capital Outlay - Building & La	4,301	600	5,197	5,000	5,000	5,000
810.100	Capital Outlay - Improvement	6,824	1,300	3,500	3,700	3,700	2,400
811.100	Capital Outlay Tech						120,000
812.000	Capital Outlay - Furnishings	3,949	0	268	5,000	5,000	5,000
850.000	Automation - Technology	154,332	183,693	128,433	162,642	162,642	139,395
850.100	Telecommunications	6,573	(19,543)	6,243	6,973	6,973	7,983
850.200	ILS Contract	51,473	62,573	59,088	64,630	64,630	64,630
850.500	Software Subscriptions	7,926	14,762	21,823	27,074	35,074	35,722
890.000	The Library Network	2,796	2,796	2,796	3,000	4,500	4,500
928.000	Postage	13,085	19,334	20,112	21,647	21,647	22,447
965.000	Auditing Service	7,425	7,425	7,875	8,100	8,100	8,325
975.000	Legal	8,870	6,422	5,280	6,000	15,000	10,000
975.500	Legal-Negotiations	12,765	0	0	13,000	13,000	0
980.000	Professional/Contractual	83,193	154,793	27,087	47,963	56,563	27,740
980.500	Branding Costs	2,561	1,188	2,201	2,500	2,500	2,500
981.500	Lost Book Expense	8,546	3,749	1,094	10,200	10,200	6,300
982.000	MTT Charge Back City	(140)	208	471	1,200	1,200	1,200
983.000	MTT Charge Back Ypsi Twp	389	200	1,070	5,000	5,000	7,500
983.100	MTT Charge Back-Superior	10,430	985	184	4,000	4,000	4,000
990.000	Contribution to endowment	0	0	0			
Total		2,046,192	2,163,720	2,132,617	2,484,212	2,586,303	2,883,155

Proposed Budget FY 2022-23

					Original Adopted FY 2021-22 Budget	Adopted Budget amendment FY 2021-22	Proposed Budget FY 2022-23
ACCT #	ACCOUNT NAME	FY 2018-2019 ACTUAL	FY 2019-2020 ACTUAL	FY 2020-2021 ACTUAL			
Dept 200 Michigan Ave.							
702.000	Salaries	404,679	396,590	402,866	421,638	429,638	493,386
702.800	Salaries-Pages	7,271	4,044	3,463	9,360	9,360	9,360
771.000	Adult Books	31,227	25,084	22,288	26,100	26,100	29,290
772.000	Youth Books	17,891	14,651	13,282	17,400	17,400	19,526
776.000	Periodicals - Adult	4,244	2,979	2,802	3,000	3,000	3,367
776.050	Periodicals - Youth	206	0	0	100	100	112
778.000	Adult Audio/Visual	11,112	6,153	5,441	7,500	7,500	8,417
779.000	Youth Audio/Visual	4,956	2,993	2,413	3,000	3,000	3,367
801.500	LNGO						1,250
802.200	Parking Fees	3,600	3,600	3,600	3,600	3,600	3,900
810.000	Capital Outlay - Building	7,952	18,869	10,000	95,000	95,000	29,000
812.000	Capital Outlay - Furnishings	7,031	6,992	3,384	2,500	2,500	4,000
840.000	Repair & Maintenance - Build	15,255	13,803	16,584	20,000	20,000	20,000
840.025	Campbell Maint Contract	16,489	18,754	12,672	12,672	12,672	14,172
840.050	Snow Removal/ Lawn Care	6,229	6,078	7,259	9,835	9,835	11,335
900.000	Programs-Adult	1,493	1,625	1,462	1,700	1,700	3,000
901.000	Programs-Youth	1,342	2,659	1,762	1,900	1,900	2,500
940.000	Phone	4,514	4,535	4,553	4,820	4,820	4,695
943.000	Natural Gas	3,359	3,624	3,946	4,216	5,716	6,455
947.000	DTE - Electric	16,452	15,236	18,309	16,713	16,713	18,893
949.000	Ypsi Community Util Auth	4,802	7,707	6,864	7,136	7,136	7,020
Total		570,104	555,976	542,948	668,190	677,690	693,045

Proposed Budget FY 2022-23

ACCT #	ACCOUNT NAME	FY 2018-2019 ACTUAL	FY 2019-2020 ACTUAL	FY 2020-2021 ACTUAL	Original Adopted FY 2021-22 Budget	Adopted Budget amendment FY 2021-22	Proposed Budget FY 2022-23
Dept 300 Outreach/bookmobile							
702.000	Salaries	68,078	69,159	70,870	162,704	162,704	197,460
775.000	Library Materials	4,478	5,303	5,084	5,250	5,250	5,892
801.500	LNGO						3,000
840.000	Repair & Maintenance	5,109	6,017	14,636	8,693	8,693	11,993
943.000	Fuel	5,425	1,661	1,967	5,943	5,943	5,886
Total		83,090	82,140	92,558	182,590	182,590	224,231
Dept 400 Outreach/Superior Township							
702.000	Salaries	144,398	146,792	149,424	305,556	305,556	523,086
702.800	Salaries -- Pages						9,360
771.000	Adult Books						11,671
772.000	Youth Books						9,337
776.000	Periodical						584
778.000	Audio Visual						1,167
775.000	Library Materials	7,609	5,842	6,553	7,000	7,000	0
801.500	LNGO						750
810.000	Capital Outlay - Building	0	0	0	0	0	
812.000	Capital Outlay - Furnishings						
840.000	Repair & Maintenance	1,374	1,007	1,179	5,000	5,000	5,000
840.025	Campbell Maint Contract						6,600
840.050	Snow Removal & Lawn Care	898	980	980	4,000	4,000	14,000
900.000	Programs - adult	601	543	580	600	600	600
901.000	Programs - Youth	600	468	624	600	600	600
940.000	Phone	1,129	1,134	1,138	1,222	1,222	4,156
943.000	Natural Gas	573	659	650	3,336	3,336	11,636
947.000	DTE - Electricity	1,013	960	1,044	9,146	9,146	10,061
949.000	Water	88	98	97	2,803	2,803	5,527
Total		158,283	158,483	162,269	339,263	339,263	614,135
DEPT 500 WHITTAKER RD							
702.000	Salaries	696,339	701,249	722,800	719,720	730,720	803,746
702.800	Salaries-Pages	34,553	15,483	19,698	37,440	37,440	37,440
771.000	Adult Books	64,635	41,293	41,604	51,000	51,000	57,232
772.000	Youth Books	38,784	23,641	27,802	33,100	33,100	37,145
776.000	Periodicals - Adult	5,915	5,239	4,405	5,000	5,000	5,611
776.050	Periodicals - Youth	898	759	745	800	800	898
778.000	Adult Audio/Visual	21,217	15,746	10,284	14,700	14,700	16,496
779.000	Youth Audio/Visual	7,300	4,159	4,236	5,100	5,100	5,723
810.000	Capital Outlay - Building	11,328	3,880	12,515	45,000	45,000	59,245
840.000	Repair & Maintenance - Build	23,842	39,729	22,271	23,562	23,562	27,300
840.025	Cambell Maint Contract	42,934	42,797	42,797	42,797	42,797	43,705
840.050	Snow Removal/Lawn Care	16,529	16,241	16,199	22,600	22,600	25,600
900.000	Programs - Adult	3,765	4,206	3,765	4,200	4,200	4,200
901.000	Programs - Youth	6,298	5,697	6,659	6,500	6,500	13,000
903.000	Equipment Maintenance	6,336	820	1,564	3,000	3,000	3,000
940.000	Phone	9,029	9,070	9,105	9,770	9,770	10,063
943.000	Natural Gas	25,609	24,227	30,040	31,680	43,680	31,680
947.000	DTE - Electric	103,549	92,512	99,414	104,763	104,763	115,239
949.000	Ypsilanti Comm Utilities Auth	5,069	4,596	4,902	6,562	6,562	7,087

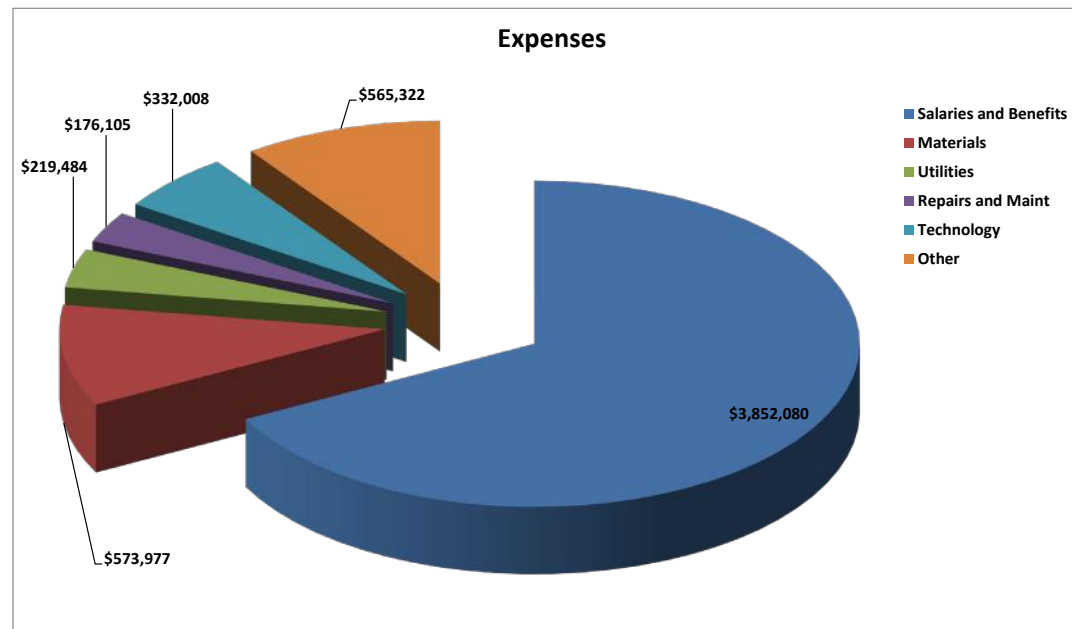
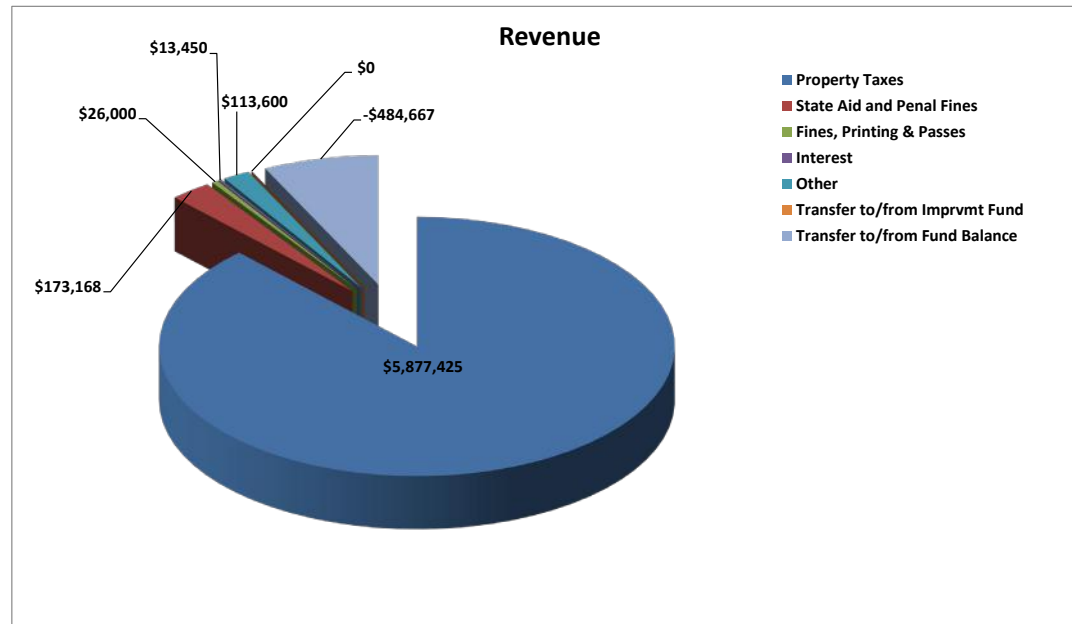
Proposed Budget FY 2022-23

ACCT #	ACCOUNT NAME	FY 2018-2019 ACTUAL	FY 2019-2020 ACTUAL	FY 2020-2021 ACTUAL	Original Adopted FY 2021-22 Budget	Adopted Budget amendment FY 2021-22	Proposed Budget FY 2022-23
980.000	Professional Contractual	0	38,000	0			
Total		1,123,929	1,089,344	1,080,805	1,167,294	1,190,294	1,304,410
DEPT 600 DONATIONS REVENUE		87,817	18,888	47,195			
Subtotal		87,817	18,888	47,195	0	0	0
DEP 600 DONATIONS EXPENDITURES		31,845	12,312	21,629			
Subtotal		31,845	12,312	21,629	0	0	0
Total Donations Net		55,972	6,576	25,566	0	0	0
DEP 700 GRANTS REVENUE		14,441	13,080	32,333			
Subtotal		14,441	13,080	32,333	0	0	0
DEP 700 GRANTS EXPENSE		12,323	7,405	19,078	0	0	0
Subtotal		12,323	7,405	19,078	0	0	0
Total Grants Net		2,118	5,675	13,255	0	0	0
	Revenue	4,025,766	4,069,379	4,051,903	4,841,549	4,976,140	5,718,976
	Total Expenditures	4,025,766	4,069,380	4,051,903	4,841,549	4,976,140	5,718,976
	Net Surplus (Deficit)	(0)	(0)	(0)	0	0	0

Proposed FY 2020-21 Budget Revenue and Expenditures

% of Revenue		
Property Taxes	5,877,425	102.8% **
State Aid and Penal Fines	173,168	3.0%
Fines, Printing and Passes	26,000	0.5%
Interest	13,450	0.2%
Other	113,600	2.0%
Transfer from Improvement Fund	0	0.0%
Transfer (to)/from Fund Balance	(484,667)	-8.5%
Total	5,718,976	100.0%

**Note: Property Taxes represent 94.2% of Revenue
Not transferred (to)/from Fund Balance



To: YDL Board of Trustees
From: Lisa Hoenig, Library Director
Date: 10/17/2022
Re: Schedule public hearing for FY 2023 budget

The YDL Board must hold a public hearing on the proposed budget each year. Traditionally this has been scheduled prior to the regular November Board meeting. Would Wednesday, November 30, at 6:15 work for everyone?

Once a time and date are chosen we will prepare and post the legal notice as required.

YPSILANTI DISTRICT LIBRARY

RESOLUTION NO. 2022-32

October 26, 2022

RESOLUTION TO SCHEDULE A PUBLIC HEARING REGARDING THE PROPOSED
LIBRARY BUDGET FOR THE 2023 FISCAL YEAR

Whereas, Michigan Public Act 43 of 1963, Budget Hearings of Local Governments, requires that each local governmental unit hold a public hearing on its proposed budget, and

Whereas, the by-laws of the Ypsilanti District Library Board of Trustees state that the Ypsilanti District Library Board shall prepare, approve and publish an annual budget in accordance with the Uniform Budgeting and Accounting Act, and

Whereas, the Library's 2023 fiscal year budget will be considered for approval at the November Board meeting, Now Therefore,

IT IS RESOLVED BY THE YPSILANTI DISTRICT LIBRARY BOARD that:

A public hearing on the proposed library budget for the 2023 fiscal year will be held at 6:15 p.m. on Wednesday, November 30, 2022.

OFFERED BY: _____

SUPPORTED BY: _____

YES: NO: ABSENT: VOTE:

To: YDL Board of Trustees
From: Lisa Hoenig, Library Director
Date: 10/19/2022
Re: 2023 Holiday closings

Attached please find a draft schedule of holidays and closings for 2023. This draft follows the pattern established by past schedules. Closings are identical to those approved in 2017 (the same as 2023 on the perpetual calendar), plus changes we made through union negotiations.

YPSILANTI DISTRICT LIBRARY

RESOLUTION NO. 2022-46

October 26, 2022

RESOLUTION TO ESTABLISH A SCHEDULE OF 2023 HOLIDAYS AND CLOSINGS

Whereas, the Ypsilanti District Library Personnel Manual sets forth a list of specific paid holidays for staff, and

Whereas, the Director has proposed a schedule of dates the library will be closed to observe these holidays in the 2023 calendar year, Now Therefore,

IT IS RESOLVED BY THE YPSILANTI DISTRICT LIBRARY BOARD that:

The 2023 Holiday & Closing Schedule is adopted as presented.

OFFERED BY: _____

SUPPORTED BY: _____

YES: NO: ABSENT: VOTE:

APPROVED:
YDL – Board of Trustees

Ypsilanti District Library 2023 Holiday & Closing Schedule

DATE	HOLIDAY NAME	DAY/WEEK
January 1, 2023	New Year's Day	Sunday
January 2, 2023	New Year's Day observed	Monday
January 16, 2023	**Martin Luther King Day	Monday
April 9, 2023	Easter Sunday	Sunday
May 28, 2023	Sunday Preceding Memorial Day	Sunday
May 29, 2023	Memorial Day	Monday
June 2, 2023	YDL Annual In-service	Friday
June 19, 2023	**Juneteenth	Monday
July 4, 2023	Independence Day	Tuesday
September 3, 2023	Sunday Preceding Labor Day	Sunday
September 4, 2023	Labor Day	Monday
November 11, 2023	Veterans Day (note: Saturday holiday)	Saturday
November 22, 2023	Thanksgiving Day Eve (5:00 pm closing)	Wednesday
November 23, 2023	Thanksgiving Day	Thursday
November 24, 2023	Day after Thanksgiving	Friday
December 22, 2023	Christmas Eve observed	Friday
December 23, 2023	Christmas holiday weekend	Saturday
December 24, 2023	Christmas Eve	Sunday
December 25, 2023	Christmas Day	Monday
December 29, 2017	New Year's Eve observed	Friday
December 30, 2023	New Year's Eve	Saturday
December 31, 2023	New Year's holiday weekend	Sunday
January 1, 2024	New Year's Day	Monday
January 15, 2024	**Martin Luther King Day	Monday

Bold indicates Paid Holiday

** Indicates that Library is OPEN, floating holiday, all other days listed **Library is CLOSED** except for Thanksgiving Day Eve, library closes at 5:00 pm.

To: YDL Board of Trustees

From: Lisa Hoenig, Library Director

Date: 10/21/22

Re: Consideration of a revision to policy B4: Children in the Library Policy

In 2018 the YDL Youth Safety Policy was replaced by a Children in the Library Policy. Michigan Avenue and Superior saw so many young children walk to their locations on their own, they lobbied to lower the age a child could be unattended to 8. The logic was that they were safer inside the library than out on the street alone if we turned them away.

Covid-19 temporarily changed our thinking about unattended children. The staff felt strongly that young children wouldn't be likely to maintain proper social distancing without an adult present to enforce it. We were advised not to create a Covid-specific policy, as that might be considered age discrimination, but instead to revise our existing policy until such time we feel comfortable with 8 again.

With new Superior opening next month, that time has come. Julianne, Joy, Jodi and Mary worked together on this proposed revision. It changes the age to 10, but also in more specific terms discusses the ramifications of a child's behavior.

The revision has been reviewed by the Policy Committee.

YPSILANTI DISTRICT LIBRARY

RESOLUTION NO. 2022-47

October 26, 2022

RESOLUTION TO REVISE POLICY B4: CHILDREN IN THE LIBRARY POLICY

Whereas, the Ypsilanti District Library has a Children in the Library Policy which sets forth guidelines to ensure a safe library experience for children, and

Whereas, with concerns for public health and safety during the Covid-19 pandemic, the policy was revised, and

Whereas, with the opening of the new Superior library next month, all YDL locations will once again be open, and

Whereas, the age at which a child may be in the library unattended has been revised to 10, and children's behavior is more specifically addressed in the latest revision, Now Therefore

IT IS RESOLVED BY THE YPSILANTI DISTRICT LIBRARY BOARD that:

The attached Children in the Library Policy revision is adopted.

OFFERED BY: _____

SUPPORTED BY: _____

YES: NO: ABSENT: VOTE:

B4

CHILDREN IN THE LIBRARY POLICY

Approved: 8/22/2018 (replaces "Youth Safety Policy")

Revised: 6/24/2020

DRAFT: 10/20/2022

Although no public place can guarantee the safety of children, the Library strives to maintain an environment that is inviting to and respectful of young people's needs, from infancy through the teen years.* Areas specifically designated to serve the needs of youth and families are provided at each location, with appropriately designed furnishings, equipment, collections, and programs.

1. Rules and Regulations Regarding Children

- a. A "child" is defined as any minor under the age of 18.
- b. All patrons, including children, must comply with the Library's policies. Parents, guardians, and responsible caregivers shall review and be fully aware of all Library policies, including the Internet Use Policy.
- c. Parents, guardians, and caregivers are responsible for the behavior, supervision, and safety of their children, regardless of age, while on Library property, and regardless of whether the parent, guardian, or caregiver is on site. Library Staff will not be expected to supervise or monitor children's behavior.
- d. A child of any age, who, due to disability or other special circumstance, requires supervision, assistance, or personal care shall be attended by a parent, guardian, or responsible caregiver at all times.
- e. Children under the age of 10 may not be left on the premises unsupervised. Additionally, children between the ages of 10 and 17 should not be left unattended in the Library or on the premises for an unreasonable length of time. The "reasonable duration" will be determined by Library Staff based on the maturity of the child and the child's ability to demonstrate appropriate public behavior.
- f. Library Staff will attempt to contact a parent, legal guardian, or custodian when a child is frightened while alone at the library, the health or safety of the child is in doubt, the child needs assistance procuring transportation, or the child is unable to demonstrate appropriate behavior. Examples of inappropriate behavior include but are not limited to:
 - Engaging in unreasonably loud, boisterous, or unsafe behavior;
 - Using profanity or obscene language;
 - Running or climbing;
 - Fighting, pushing, shoving, or stealing;
 - Engaging in inappropriate displays of affection or sexual conduct;
 - Failure to comply with Staff direction regarding behavior;
 - Possessing weapons of any type;
 - Verbally or physically threatening or harassing others;

- Operating electronic devices in an unreasonable manner that disturbs others;
 - Neglecting to provide proper supervision of others minors under their care;
 - Violating the Internet Use Policy;
 - Partaking, possessing, distributing, or being under the influence of substances illegal to minors, including cigarettes, marijuana, and alcohol;
- g. Violations of the above behavior prohibitions, as well as those listed in the Patron Behavior Policy, are subject to the suspension of library privileges. Staff will not be responsible for children who are asked to leave the Library due to their behavior.
- h. Library Staff will not be responsible if unattended children of any age leave the Library alone or with other persons.

2. Unattended Children at Closing

- a. Parents, guardians, and caregivers are responsible for knowing when the Library is closing.
- b. Library Staff will not assume responsibility for determining whether a child is mature enough to walk or bike home, ride the bus, leave with others, or secure a ride share.
- c. Library Staff are not permitted to transport children under any circumstances.
- d. If an unattended child remains in the building 15 minutes past closing, and a parent, guardian, or caregiver cannot be reached, Staff will contact law enforcement, and the child will be turned over to the custody of law enforcement for his or her safety.

To: YDL Board of Trustees
From: Lisa Hoenig, Library Director
Date: 10/21/2022
Re: Purchase of interior signage for the new Superior library

We are working on interior signage for the new building, including stack-end signage, room signs, the building dedication plaque, a donor recognition plaque, and large wayfinding signs.

Take Form, the vendor Daniels & Zermack works with, has a regimented step-by-step proof process which is still in progress. I have attached a preliminary estimate and the initial set of proofs. As several changes have since been incorporated, I will plan to share the latest proofs at our meeting.

Although we do not have a final invoice, the estimated total is between \$13,500-\$14,000. In order to keep the process moving and have as much signage as possible in place when we open, I request your approval of a not-to-exceed amount for this purchase.

YPSILANTI DISTRICT LIBRARY

RESOLUTION NO. 2022-48

October 26, 2022

RESOLUTION TO APPROVE THE PURCHASE OF INTERIOR SIGNAGE FOR THE
NEW SUPERIOR LIBRARY

Whereas, the Ypsilanti District Library is building a new branch library at 1900 Harris Road in Superior Township, and

Whereas, interior signage is required at the facility, and

Whereas, Daniels & Zermack Architects and library staff are in the process of approving final proofs, and

Whereas, the Library Director shared preliminary conceptual renderings of the signage for review, and

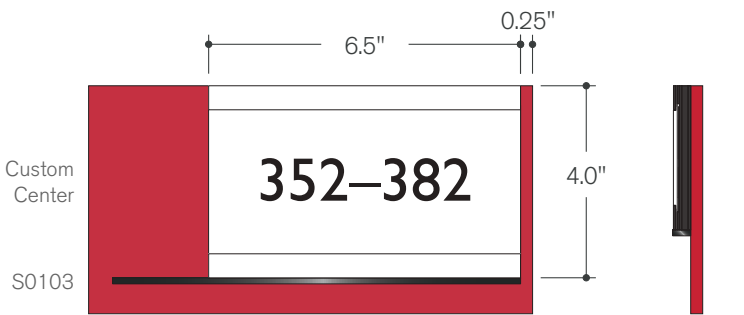
Whereas, time is of the essence because the new library is scheduled to open on November 14, Now Therefore

IT IS RESOLVED BY THE YPSILANTI DISTRICT LIBRARY BOARD to waive the bid process, and once finalized, the interior signage be acquired from Take Form for a total cost not-to-exceed \$14,000.

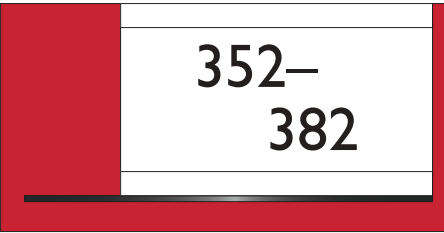
OFFERED BY: _____

SUPPORTED BY: _____

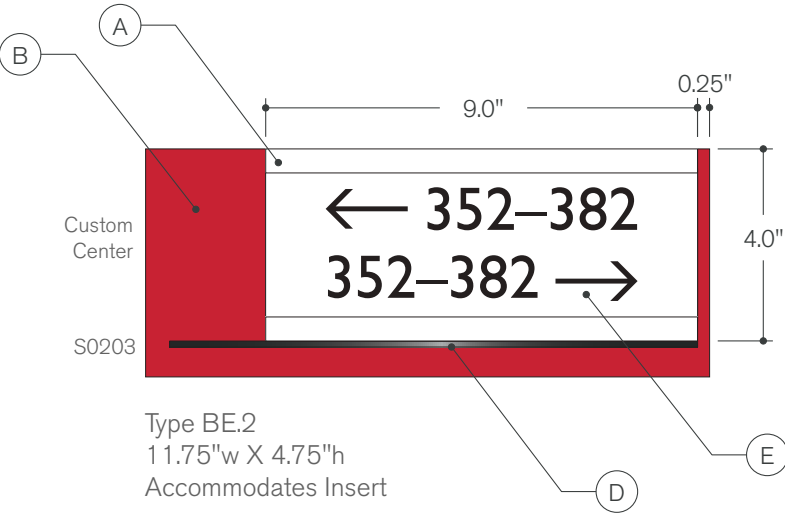
YES: NO: ABSENT: VOTE:



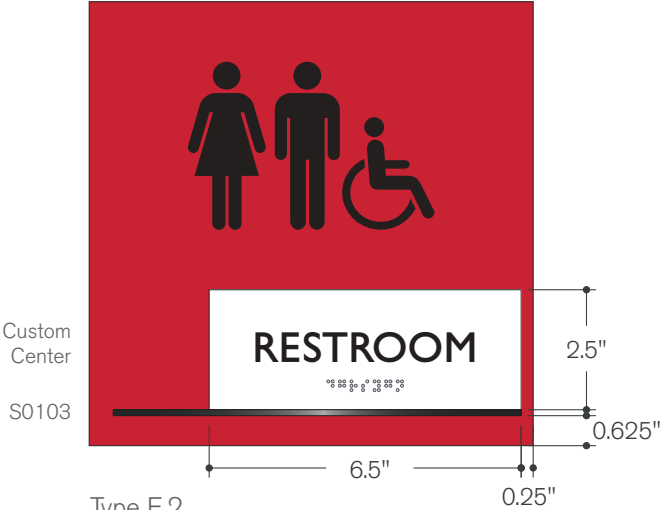
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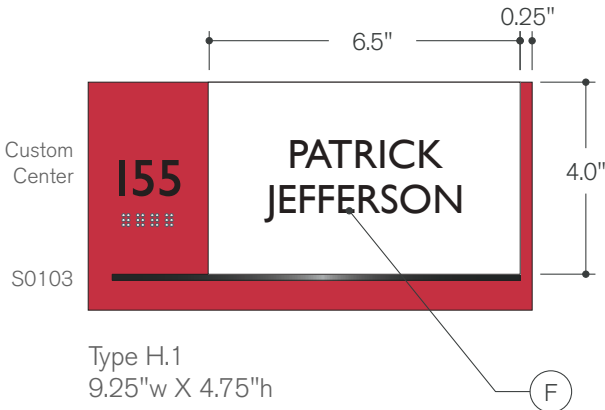
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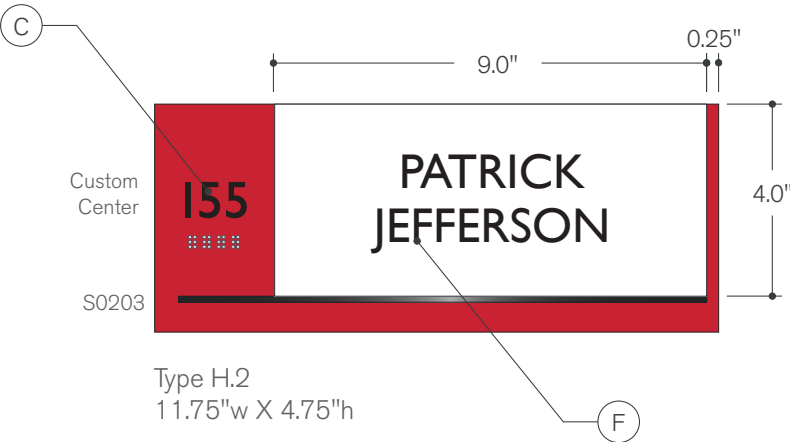
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9.25"w X 9.25"h



Type H.1
9.25"w X 4.75"h



Type H.2
11.75"w X 4.75"h

BLK

Face Finish
[A] LS101 Arctic

Backer Finish
[B] .25" Acrylic Clear/Clear;
Face & Edges Painted
Color: SW6866 Heartthrob

Raised Copy
[C] CO101 Black
Font: Gill Sans (ADA)

Metal Accent
[D] Black

Insert
[E] Media: White Polyester;
Font: Gill Sans (ADA);
Graphics/Copy Color: Black

Direct Print Copy
[F] Black
Font: Gill Sans Regular

takeform

11601 Maple Ridge Rd, Medina, NY, 14103
P 800.528.1398 F 585.798.8889
www.takeform.net

Rendering

Project:
Ypsilanti District Library

Date: 10.05.22
Drawn By: JM

Filename:
YPS0002_204915_RND

Design Review By:
CP, AW

Revisions:

Scale: 3" = 1'

Notes:
Sign copy shown is for sample purposes only

Window Backer if required:
▪ Sign w/Backer: To match Backer

Product Approval

☐ As Is ☐ As Noted

Approved By: _____

Date: _____

Rendering

Project:
Ypsilanti District Library

Date: 10.05.22
Drawn By: JM

Filename:
YPS0002_204915_RND

Design Review By:
CP, AW

Revisions:

Scale: 3" = 1'

Notes:
Sign copy shown is for sample purposes only

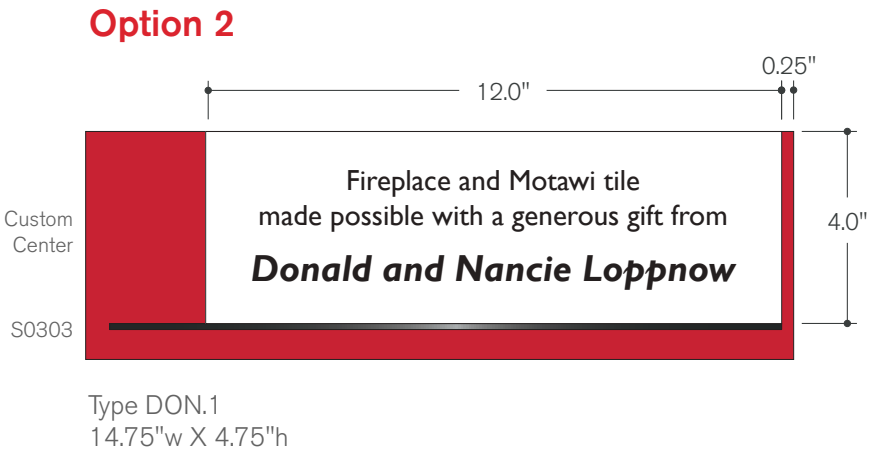
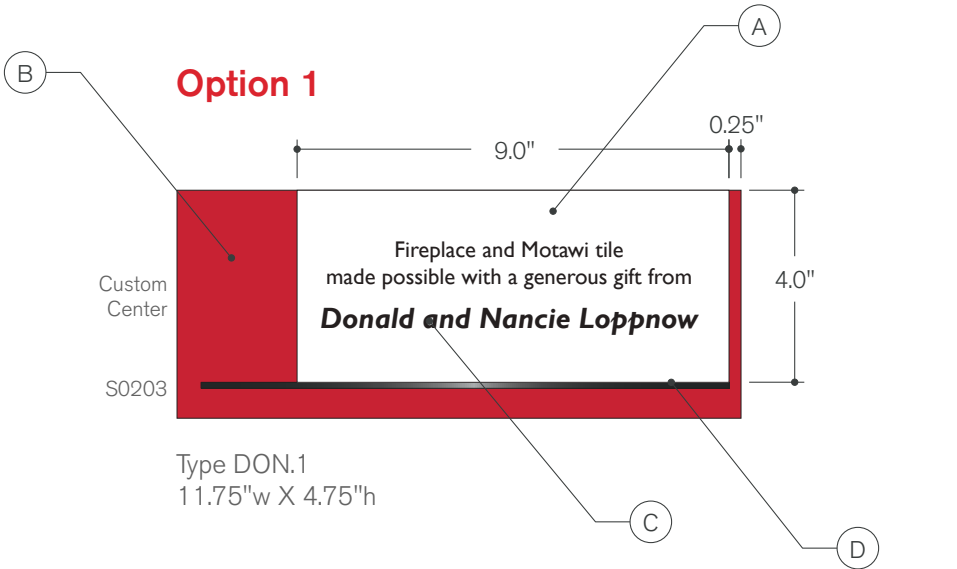
Window Backer if required:
▪ Sign w/Backer: To match Backer

Product Approval

☐ As Is☐ As Noted

Approved By: _____

Date: _____



BLK

Face Finish
☐ A LS101 Arctic

Backer Finish
☐ B .25" Acrylic Clear/Clear;
Face & Edges Painted
Color: SW6866 Heartthrob

Direct Print Copy
☐ C Black
Font: Gill Sans Regular

Metal Accent
☐ D Black

Rendering

Project:
Ypsilanti District Library

Date: 10.05.22
Drawn By: JM

Filename:
YPS0002_204915_RND

Design Review By:
CP, AW

Revisions:

Scale: 1 1/2" = 1'

Notes:
Sign copy shown is for sample purposes only

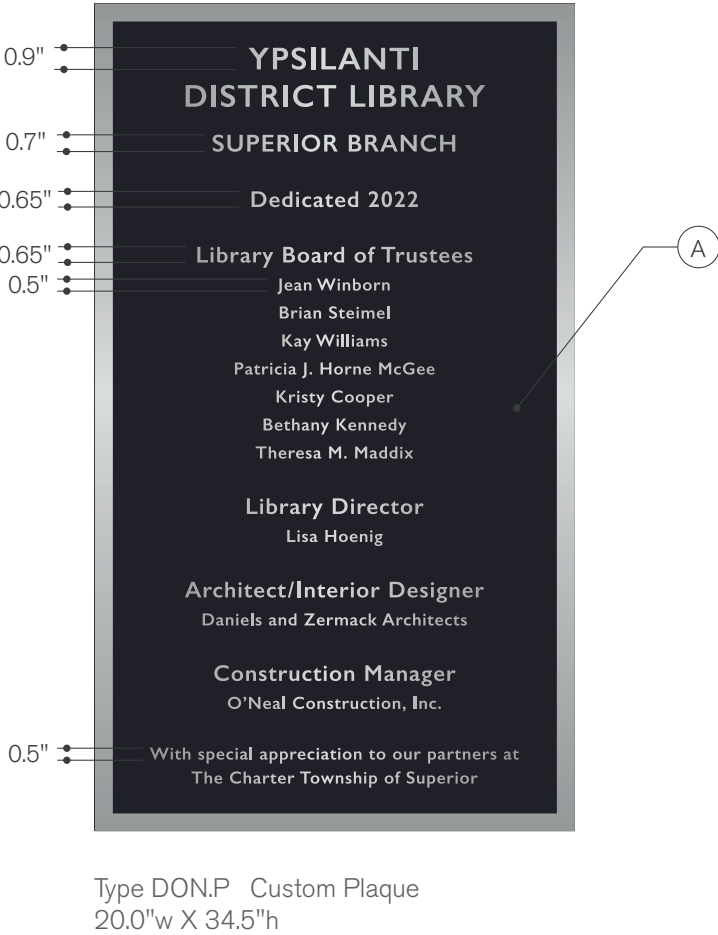
Window Backer if required:
▪ Sign w/Backer: To match Backer

Product Approval

☐ As Is☐ As Noted

Approved By: _____

Date: _____

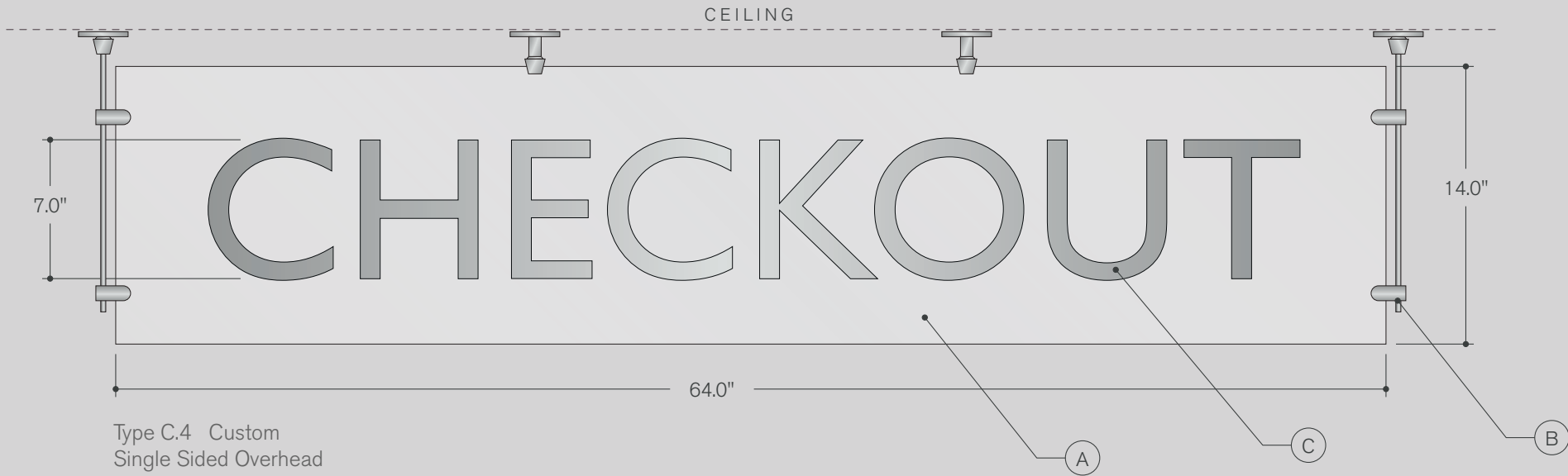


- Cast Aluminum Plaque

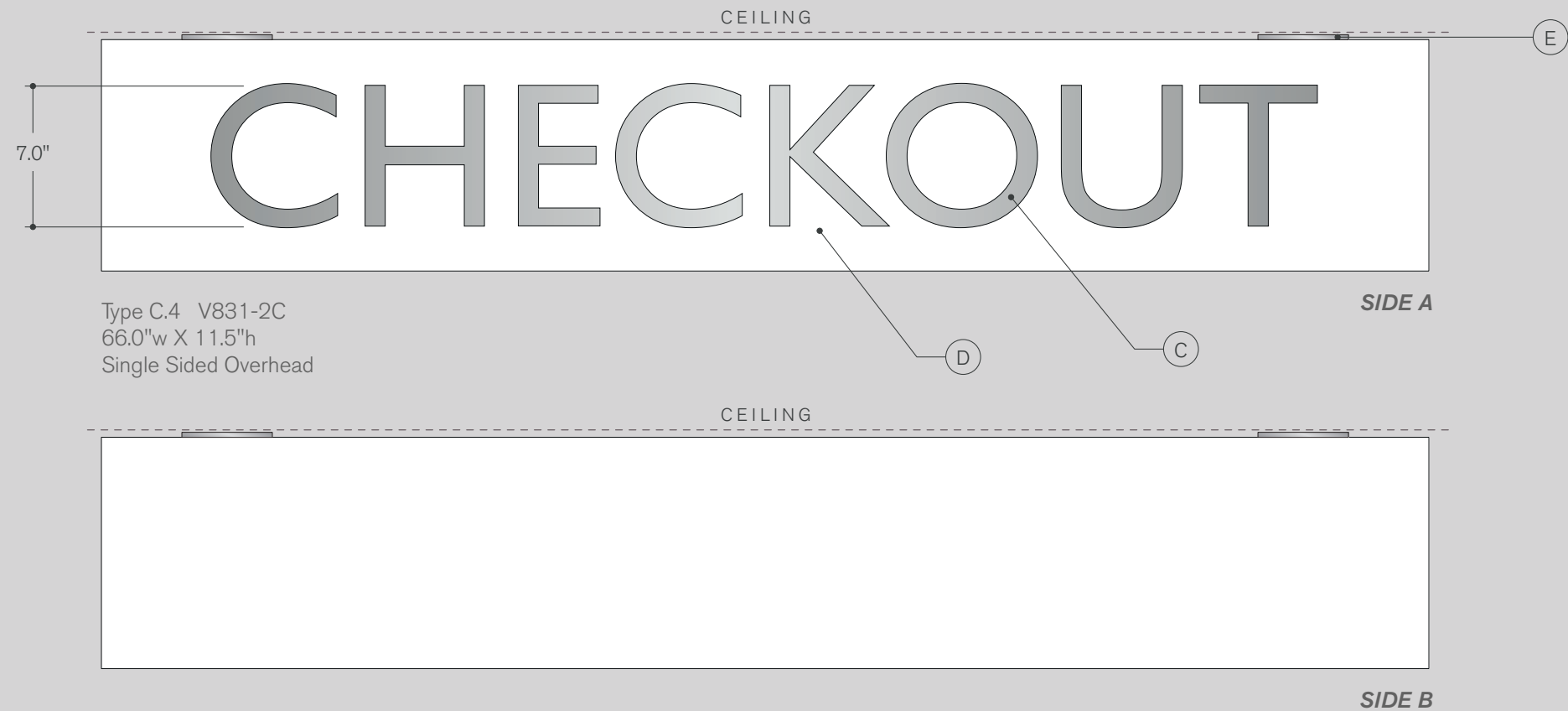
A

Thickness: .5"
Plaque Material: Aluminum
Brush Direction: Horizontal
Clear Coat: Satin
Border Style: Single Line
Background Color: Black
Background Texture: Sand
Font: Gill Sans Semibold
Mounting: Blind Stud

Option 1



Option 2



Face Finish

☐ (A) .25" Non-Glare Acrylic
Backprinted: White (**Opacity TBD**)

Hardware

☐ (B) EZ-A29: EZ Rod, Top Mount
EZ-ROD250-100: 1/4" Solid Rod (**Length TBD**)
EZ-A9-250R: Panel Gripper (Sides of Panel)
EZ-AG-250: EZ Panel Gripper (Top of Panel)

Painted Acrylic (Clear/Clear)

☐ (C) Thickness: .25"
Finish on Face & Edge: **CO601** Satin Silver
Font: Gill Sans Regular
Mounting: Tape Flush

Face Finish

☐ (D) **LS101** Arctic

Metal Accent

☐ (E) Natural

takeform

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www.takeform.net

Rendering

Project:
Ypsilanti District Library

Date: 10.05.22
Drawn By: JM

Filename:
YPS0002_204915_RND

Design Review By:
CP, AW

Revisions:

NOT
Production
Ready

Scale: 1 1/2" = 1'

Notes:
Sign copy shown is for sample purposes only

Window Backer if required:
• Sign w/Backer: To match Backer

Product Approval

☐ As Is ☐ As Noted
Approved By: _____
Date: _____

Rendering

Project:
Ypsilanti District Library

Date: 10.05.22
Drawn By: JM

Filename:
YPS0002_204915_RND

Design Review By:
CP, AW

Revisions:

Scale: 3" = 1'

Ethos
LETTERS & LOGOS

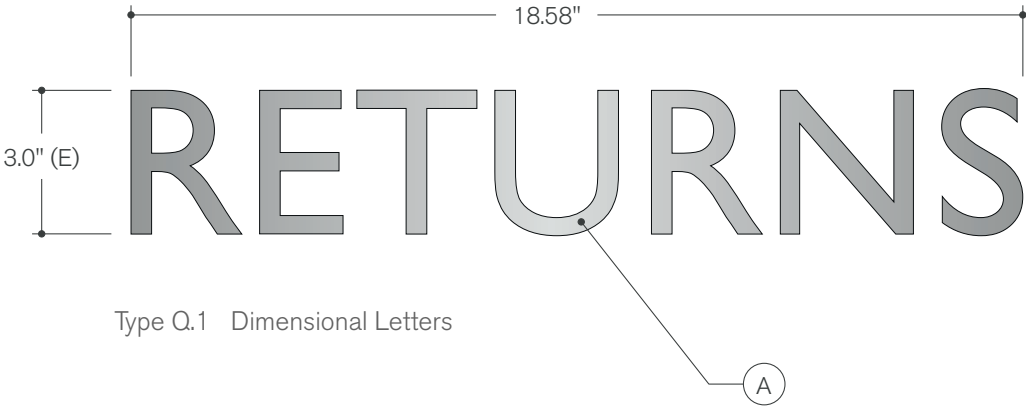
- Notes:
- Client to verify mounting method
 - Logos are subject to modification based on final fabrication method.

Product Approval

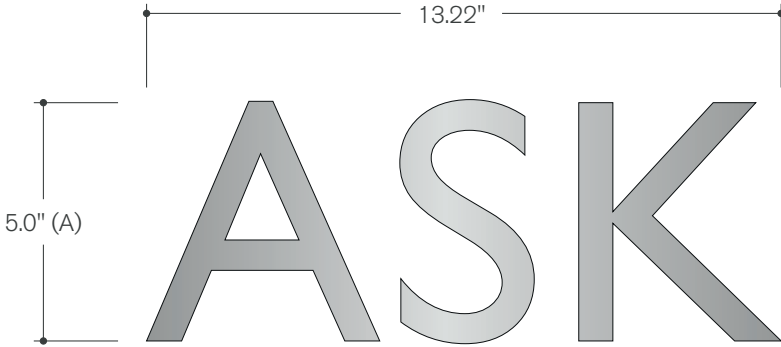
☐ As Is ☐ As Noted

Approved By: _____

Date: _____



Type Q.1 Dimensional Letters



Type Q.2 Dimensional Letters

Painted Acrylic (Clear/Clear)



-   Thickness: .25"
Finish on Face & Edge: **CO601** Satin Silver
Font: Gill Sans Regular
Mounting: Tape Flush





Type Q.3 Dimensional Letters



Type Q.4 Dimensional Letters

Painted Acrylic (Clear/Clear)
  Thickness: .25"
Finish on Face & Edge: **SW6950** Calypso
Font: Tempus Sans ITC (Modified for production)
Mounting: Stud Flush

Painted Acrylic (Clear/Clear)
  Thickness: .25"
Finish on Face & Edge: **SW6866** Heartthrob
Font: Gill Sans Regular
Mounting: Stud Flush

Rendering

Project:
Ypsilanti District Library

Date: 10.05.22 Drawn By: JM

Filename:
YPS0002_204915_RND

Design Review By:
CP, AW

Revisions:

Scale: 1 ½" = 1'

Ethos
LETTERS & LOGOS

- Notes:**
- Client to verify mounting method
 - Logos are subject to modification based on final fabrication method.

Product Approval	
<input type="checkbox"/> As Is	<input type="checkbox"/> As Noted
Approved By: _____	
Date: _____	

Prepared For:

Ypsilanti District Library
5577 Whittaker Rd
Ypsilanti, MI 48197-9752

Account Manager: **Michelle VerCruysse**
mav@takeform.net
(585) 318-1015

Accounts Payable
(734) 482-4110

Representative: **Tiffani Caputo**

YPS0002: Ypsilanti District Library

		QTY	Unit Net	Extended Net
1	Type BE.1: Sm Book Shelf Directional	8	\$99.32	\$794.58
2	Inserts for Type BE.1	8	\$11.27	\$90.15
3	Type BE.2: Lg Book Shelf Directional	16	\$108.17	\$1,730.64
4	Inserts for Type BE.2	16	\$11.27	\$180.30
5	Type C.4: Checkout Overhead	1	\$839.14	\$839.14
6	Type DON.1: Donor Sign	1	\$86.65	\$86.65
7	Type DON.P: Donor Plaque	1	\$2,485.75	\$2,485.75
8	Type E.2: Restroom ID	5	\$136.10	\$680.50
9	Type H.1: Sm Room ID	14	\$70.40	\$985.53
10	Type H.2: Medium Room ID	2	\$77.06	\$154.11
11	Type Q.1: Returns Dimensional Letters	1	\$102.41	\$102.41
12	Type Q.2: ASK Dimensional Letters	1	\$61.57	\$61.57
13	Type Q.3: KIDS Dimensional Letters	1	\$211.75	\$211.75
14	Type Q.4: TEENS Dimensional Letters	1	\$254.15	\$254.15
15	Planning and Creative Services	1	\$1,038.86	\$1,038.86
16	A0150 Silicone Adhesive Cartridge	2	\$12.61	\$25.22
17	Takeform Certified Field Verification Survey TBD	1	\$600.00	\$600.00
18	Takeform Certified Installation Service TBD	1	\$2,063.00	\$2,063.00
			Subtotal:	\$12,384.31

Quorum Group, LLC DBA

YPS0002: Ypsilanti District Library

S & H:	\$434.12
Taxes:	\$547.00
Total:	\$13,365.43

Terms: Not Established

COVID has added complexity and uncertainty to our entire supply chain. It has affected material availability as well as the time to get the product to you. We take our delivery commitments very seriously, however, the current environment may introduce delays. We will communicate any delay immediately and take every action to minimize the impact to you. Thank you.

DEPOSIT: 40% deposit due upon release to production. Deposits are requested due to the custom nature of signage and graphic products, design hours, and planning services.

MINIMUMS: Orders less than \$500 must be paid in full prior to fabrication.

RELEASE TO PRODUCTION: Client approvals of rendering, location plan and message schedule/proof required prior to production.

SHIPMENT WINDOW: If shipment cannot be completed within 1 year of purchase order, a price escalation of 7% shall apply with an additional 7% for every ensuing year. The increase shall be based on total invoice excluding taxes.

DELIVERY: 4 weeks after receipt of approvals contingent on project scope and materials.

FOB Origin, with full freight allowed.

INSTALLATION: Unless indicated, sign installation is not included. If shown, price is based on the minimum trips required to perform the work. If additional trips are necessary, for reasons beyond our control, additional charges may apply. Please advise if multiple trips are anticipated. Prices reflect installations performed during regular business hours (M-F, 7:00am - 5:00pm). Work outside these hours or days will incur additional cost.

CHANGES: Changes in quantities, sign types and/or finishes may affect prices. Further, due to rising material prices, it may be necessary to adjust prices for orders which fail to ship within one year of placement.

CANCELLATION: Canceled orders shall be subject to a 25% fee.

EXPIRATION: Prices are valid for 90 days.

WARRANTY: Takeform warrants its products to be free of defects in material and workmanship for a period of five years from date of shipment. Warranty covers all material and labor to repair or replace products determined to be defective.

Purchase Order: _____

Total: \$13,365.43

Signature: _____ **Date:** _____

To: YDL Board of Trustees
From: Lisa Hoenig, Library Director
Date: 10/21/2022
Re: Discussion of Superior library grand opening

The ribbon cutting for the new library is scheduled for 4:00 p.m. on Monday, November 14. YDL-Superior will open following the ribbon cutting, which will be held outdoors, weather permitting. We have invited about 300 donors and stakeholders, and it was promoted on the cover of *The Loop*. We anticipate a crowd!

Mary and I are wrapping up our plans for the event and for the rest of Grand Opening Week, and wanted to involve the Board. I will give a verbal overview of some options at the meeting, and I look forward to your input. Can't wait for the big event!

To: YDL Board of Trustees
From: Lisa Hoenig, Library Director
Date: 10/21/2022
Re: Discussion of Director evaluation process

Brian has taken the lead on the Director evaluation process the last several years, and we've tried a few different formats. I've asked him to lead a discussion on what we'd like to do in 2022.

Assuming you would like to hold the evaluation at the November meeting as has been done in the past, I will email a completed self-review form to all of you by November 18th.

I would like to request that my evaluation be held in closed session. Thank you.